



DEHESA SCHOOL

COMPUTER SCIENCE IMMERSION ACADEMY

Board of Trustees

Karl Becker, 2022
Cindy K. White, 2022
Christina Becker, 2022
Mark Zacovic, 2020
Karen Kirkpatrick, 2020

“Excellence in Education Since 1876”

**4612 Dehesa Road
El Cajon, CA 92019**

Telephone (619) 444-2161 / Fax (619) 444-2105

Superintendent

Nancy Hauer

Acting Superintendent

Larry Perondi

Principal

Jholei Evans

BUSINESS MANAGER

Anna Buxbaum

September 18, 2019

Via E-Mail:

laura.nicks@sdcounty.ca.gov

Honorable Peter C. Deddeh, Presiding Judge
San Diego County Superior Court
500 West “C” Street, Suite 860
San Diego, CA 92101-3513

Re: Dehesa School District’s Response to Grand Jury Report on Charter School Oversight

Dear Judge Deddeh:

The Dehesa School District (“District”) is in receipt of the 2018-2019 San Diego County Grand Jury Report entitled “Charter School Oversight by San Diego County Small School Districts” (“Report”). In the Report, the Grand Jury identified certain findings related to the District’s charter oversight practices. The District appreciates the Grand Jury’s efforts to review these practices and provide recommendations for conducting meaningful oversight of the charter schools operating under the District’s authorization.

At the outset, the District would like to express the importance it places on providing a sound education to public school students and ensuring that the charter schools operating under its authorization are held accountable for improving student academic achievement and performance. The District is also committed to infusing greater transparency in charter school operations and fiscal practices. The District acknowledges that charter operations continue to evolve and that all authorizers must be cognizant of these changes so that they can improve and expand upon their oversight practices and procedures.

As noted in the Report, charter authorizers must fulfill certain minimum oversight obligations under the law. This includes: (1) identifying at least one staff member as a contact person for the charter school; (2) visiting each charter school at least annually; (3) ensuring that each charter school under its authority complies with all reports required of charter schools by law, including

the local control and accountability plan required by Education Code section 47606.5; (4) monitoring the fiscal condition of the charter school; and (5) providing timely notification to the California Department of Education if the charter school's charter is renewed or revoked, or if the charter school will cease operation for any reason. (Educ. Code § 47604.32.)

Other than the duties listed above, the Education Code does not provide further detail on the scope or breadth of these charter oversight functions. Consequently, the range of oversight activities among charter authorizers can vary significantly. Because these responsibilities are not well-defined, the District has taken proactive steps to establish a multi-pronged charter oversight process that will allow for greater consistency and uniformity in application and provide objective evidence of legal compliance. This process is addressed in further detail in the District's Response to Grand Jury Recommendations section below.

District's Response to Grand Jury Findings

Below, please find the District's responses to each of the findings included in the Report.

Finding 01: All four authorizing school districts studied are found to be in compliance with the minimum oversight requirements for their charters.

The District agrees that it complied with the minimum oversight requirements for the charter schools operating under its authorization. Nevertheless, as explained in the following section, the District has instituted various procedures to improve and expand upon its charter oversight process.

Finding 02: The authorizing districts *[sic]* visits are too short and too infrequent for competent oversight.

As noted above, the law only requires a charter authorizer to visit each charter school at least annually. (Educ. Code § 47604.32.) Although the District's focus is on quality oversight, not necessarily the quantity or duration of the visits, the District agrees that establishing a more comprehensive process that addresses all key areas of charter operations is appropriate. This includes performing both announced and unannounced site visits to the charter schools as part of the oversight process, as well as conducting follow-up audits/reviews of the charter schools' practices and/or record-keeping (e.g., fiscal practices, teacher credentialing, etc.) if circumstances warrant.

Finding 03: Limited oversight visits to home schools, primarily virtual or exclusively virtual schools are ineffective.

The oversight of charter schools that operate primarily or exclusively nonclassroom-based programs presents challenges due to the nature of the instructional model. Unlike with a traditional classroom-based program, charter authorizers are limited in their ability to observe nonclassroom-based instruction for students enrolled in the charter school. However, the District

agrees that such visits could be more effective. As detailed below, the District has developed a new oversight process that addresses virtual programs that includes a review of documents specific to nonclassroom-based instruction, interviews of key charter personnel (e.g., independent study coordinator and independent study teacher) and parents/guardians of students receiving virtual instruction, and other components.

Finding 04: Oversight visits to the charter schools lack direction and criteria-based plans.

The District recognizes the importance of establishing a systematic process for conducting effective and comprehensive oversight for each of the charter schools operating under its authorization. The District agrees that its oversight visits could be more robust and follow a criteria-based plan that addresses all key areas of charter school operations. Below, we address the steps the District has taken to develop and implement a new charter oversight process that includes the use of a criteria-based plan, including written oversight compliance grids, document requests, interview questions, and site visit observation checklists. By following these procedures, the District will be better equipped to conduct effective, meaningful oversight of its authorized charter schools and effectuate greater accountability and transparency in their operations and practices.

District's Response to Grand Jury Recommendations

The District has thoughtfully considered each of the Grand Jury's Recommendations in the Report and has proactively taken measures to both standardize and increase the efficacy of its charter oversight process.

The District provides the following responses to the Grand Jury's recommendations. We also provide further information regarding the District's anticipated next steps for the implementation of its charter oversight procedures for the 2019-2020 school year and thereafter.

Recommendation 19-37: Increase the duration and the frequency of their visits to their charters beginning with the next (2019/20) school year.

In consultation with the San Diego County Office of Education and the District's legal counsel, the District has established a comprehensive charter oversight process that it will implement beginning with the 2019-2020 school year. Since the 2019-2020 school year just recently began, the District has not yet had the opportunity to conduct site visits for its authorized charter schools. However, as part of the oversight process, the District plans to conduct, at minimum, one to two announced visits (i.e., with advance notice) and one unannounced visit to each of the charter schools on an annual basis. These oversight visits will occur from mid-January through March of 2020, as reflected in the Charter Oversight Calendar included as Attachment 1 to this letter. The District will revise the Charter Oversight Calendar on an annual basis to reflect the date ranges in which the District will conduct its oversight visits and other activities during the applicable school year.

During the visits, the District will utilize the charter oversight documents described under Recommendation 19-38 below to perform a detailed review of each charter school in the following areas: (1) educational program/student services, (2) governance, (3) finance/fiscal practices, (4) personnel, and (5) facilities/operations. In addition, the District will conduct random audits of each charter school's special education program, independent study program (as applicable), teacher credentialing, fiscal management and practices, and/or other areas during the unannounced visit. Should the District determine that further review or evaluation is needed due to compliance-related concerns, the District will schedule additional follow-up visits or observations.

Recommendation 19-38: Create and implement a formal, structured, criteria-based plan for guidance during their visits to their charters by the 2019/20 school year and continue these practices into the future.

The District is committed to implementing a charter oversight process that is both predictable and consistent in application to ensure that it evaluates all critical areas of charter school operations and practices. The following is an overview of the actions the District has taken to date to carry out this process:

- **July and August 2019** – District representatives met with San Diego County Office of Education representatives on two occasions to discuss the general charter oversight process and best practices for conducting effective oversight.
- **July through September 2019** – The District, with the assistance of legal counsel, developed a comprehensive set of charter oversight documents that it will utilize beginning with the current 2019-2020 school year. These include the following:
 - Master charter oversight checklists addressing five key areas (educational program/student services, governance, finance, personnel, and facilities/operations). These checklists include compliance ratings to assist the District in evaluating areas of improvement or corrective action(s) that the charter school will need to take to come into compliance for a particular item or items.
 - List of requested documents in the five key areas to be compiled by the charter school.
 - Site visit/observation checklists.
 - Interview questions for key charter personnel and parents/guardians of students (as applicable).

These documents take into account best practices suggested by the Fiscal Crisis and Management Assistance Team ("FCMAT"), Charter Accountability Resource and

Support Network (“CARSNet”), legal counsel, and other charter school oversight experts. A copy of the comprehensive set of charter oversight documents is included as Attachment 2 to this letter.

- **August and September 2019** – The District researched, identified, and engaged a new outside accounting firm, Eide Bailly, to provide forensic accounting assistance to the District. These services include examining each of the charter schools’ governance structure, attendance and enrollment procedures, teacher credentialing, compliance with open meeting laws, service agreements, use of educational funds, financial information, and other fiscal practices. The accounting firm will then provide the District with its findings to use as part of its oversight process. On September 12, 2019, the District’s Board of Trustees (“Board”) took action to approve the engagement. A copy of the letter of engagement, September 12, 2019 Board meeting agenda, and agenda item detail is included as Attachment 3 to this letter.¹
- **September 2019** – The District noticed and convened a District Board workshop on September 12, 2019. During the workshop, legal counsel for the District presented on the topic of conducting effective charter school oversight and monitoring. This included a review of the District’s charter oversight responsibilities and the development and implementation of a new charter oversight process. As part of the workshop, the Board and charter school representatives reviewed the proposed charter oversight materials and had an opportunity to provide comments and feedback. A copy of the agenda for the Board workshop and the Power Point Presentation is included as Attachment 4 to this letter.

In addition to the actions referenced above, the District will implement the following (most of which is reflected in the Charter Oversight Calendar included as Attachment 1):

1. **September 23, 2019** – The District will send written correspondence to each of its authorized charter schools with a list of document requests spanning all five key areas. The requested documents are reflected in the charter oversight materials in Attachment 2.
2. **Week of September 23, 2019 or September 30, 2019** – District representatives will meet in person or via Zoom/Skype conference with representatives of each charter school (on an individualized basis) to provide an overview of the process.
3. **September 23, 2019 through November 8, 2019** – Each charter school will compile and send all requested documents to the District by no later than November 8, 2019.
4. **November 11, 2019 through January 17, 2020** – The District will conducted a detailed review of each set of charter school documents and follow up with the charter schools, as needed, for any missing or clarifying/supplemental information.

¹ A copy of the Board minutes is not currently available since they will need to be approved at the next regularly-scheduled meeting in October.

5. **January 20, 2020 through March 27, 2020** – The District will conduct announced/unannounced site visits and interviews with key charter personnel and parent/guardians of students (as applicable).
6. **March 30, 2020 through June 12, 2020** – The District will finalize its oversight review and issue a written summary or report of compliance to each charter school. The report will identify any areas for further follow up or corrective action by the charter school.
7. **June 15, 2020 through June 30, 2020** – District staff will make a presentation and provide a report to the Board on the annual charter oversight process and findings for each of the charter schools. (The date of the meeting has not yet been determined.)

The timelines noted above may be subject to slight change, as necessary, to ensure a smooth facilitation of the oversight process.

Recommendation 19-39: Investigate methods for observing and evaluating virtual learning as an extension of their charter visits by the 2019/20 school year.

In developing the charter oversight materials described under Recommendation 19-38 above, the District evaluated various methods for overseeing the charter schools under its authorization that provide nonclassroom-based instruction to students, including those suggested by CARSNet, FCMAT, and other agencies/organizations. The District also consulted with outside charter school experts to discuss best practices for average daily attendance (“ADA”) accounting, monitoring of compliance with independent study requirements, implementation of special education and related services and compliance with state and federal special education laws, and other areas impacting virtual, nonclassroom-based instruction. The District then integrated those components, as appropriate, into its comprehensive charter oversight materials.

To illustrate, on an annual basis, the District will ask each charter school providing nonclassroom-based instruction to compile and submit sample attendance reports, policies and procedures related to claiming and reporting ADA, a certification of rigor and educational quality for independent study courses, sample independent study grade books, sample independent study transcripts, independent study work samples, independent study course offerings, sample independent study master agreements, and other documents. For some of these documents (e.g., work samples), the District will provide the charter school with a random selection of students for which work samples will need to be produced either shortly before or during the site visit. This will allow the District to evaluate the charter school’s compliance with independent study requirements objectively, as opposed to asking the charter school to use its discretion in selecting work samples and other documents to demonstrate such compliance.

The District will also conduct interviews of the charter school’s independent study coordinator (or equivalent), independent study teachers (on a random basis), and parents/guardians of independent study students (on a random basis) to evaluate the administration of the program,

claiming of apportionment, communications between teachers and students/parents, assignment and completion of work, assignment of course credit, and other topics.

In addition, during an announced or unannounced visit to the charter school's school site, resource center, or administrative office, as applicable, the District will conduct random audits of the nonclassroom-based program, which may include a review of randomly-selected student records, analysis of computer software or programs for the administration of the nonclassroom-based program, procedures and/or data of student enrollment/disenrollment in the program, etc. If warranted, the District may also request to observe live virtual instructional sessions between students and their assigned independent study teachers.

The District will then use the information compiled as part of the document review, interviews, site observations, and any additional audits to finalize the findings for its written oversight report and any corrective actions that may be necessary for the charter school to implement. District staff will also provide a summary of its findings and corrective actions, as applicable, to the Board during its annual charter oversight presentation and report to the Board in the spring.

By instituting the above measures, the District believes that will be able to more effectively oversee the charter schools operating under its authorization that provide nonclassroom-based instruction to students.

Conclusion

The District is supportive of charter schools and the innovative programs and services they can offer to students. Although charter schools have significant instructional and operational independence under the law, the District recognizes that this autonomy is not absolute. As the oversight agency, the District desires to maintain strong, positive working relationships with each of its charter schools while simultaneously holding the charter schools accountable for their actions. To that end, the District is committed to engaging in comprehensive, effective oversight of its charter schools and is supportive of expanding upon its practices and procedures to ensure greater accountability and transparency in charter school operations.

Again, the District appreciates the opportunity to provide this response to the Report and welcomes any additional feedback, comments, or questions that Your Honor or the Grand Jury may have.

Sincerely,

A handwritten signature in black ink, reading "Larry Perondi". The signature is written in a cursive, flowing style.

Larry Perondi
Acting Superintendent

cc: Members of the Board of Trustees, Dehesa School District
Anna Buxbaum, Business Manager

Enclosures: As noted above.

815-21/4558252.1

Attachment 1

Dehesa School District – Charter Oversight Calendar

2019-2020 School Year

September 2019						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



District Issues Document Requests to Charter Schools



Charter Schools to Compile Requested Documents



Deadline for Charter Schools to Submit Documents



District Review of Charter School Documents



Site Visits/Interviews with Key Charter School Personnel



District Finalizes Oversight Review and Issues Written Summary/Report of Compliance to Charter Schools



Presentation and Report to District Board of Education on Charter School Oversight/Compliance (actual date TBD)

The timelines identified above are subject to change.

Attachment 2

BINDER 1: INTERVIEWS AND OBSERVATIONS		
Tab	Description	Compliance Area(s)
1.	Instructional Leader (Or Equivalent) Interview Questions	E2, E4, E7-E10, E14-E15, E17-E20, E23, E33, E53
2.	Director of Finance (Or Equivalent) Interview Questions	E13, E26, F3, F13-F14, F17-F20, F22-F30, F32-F35, F38
3.	Executive Director (Or Equivalent) Interview Questions	E41, G6, G31-G37
4.	Teacher Interview Questions	G6, P13, P17
5.	Operations Manager (Or Equivalent) Interview Questions	O2-O3, O5, O10-O12
6.	Attendance Clerk (Or Equivalent) Interview Questions	F43-F44, F49
7.	Independent Study Coordinator (Or Equivalent) Interview Questions (If Applicable)	F51, F55, F59-F63
8.	Independent Study Parent(s) (If Applicable)	F51-F52, F54, F56-F58, F62
9.	Independent Study Teacher(s) (If Applicable)	F50-F51, F54-F59
10.	Classroom Observation Checklist	E16-E19, G39
11.	Main Office Observation Checklist	E36, E50, G40, P8

815-21/4536076.3

**BINDER 1, TAB 1: INSTRUCTIONAL LEADER (OR EQUIVALENT)
INTERVIEW QUESTIONS**

1. Are the charter school's curricular and instructional plans aligned with the needs of students that the approved charter identifies as the target population? How do you know? (E2)

2. Is charter school staffing sufficient to carry out the educational program? How do you know? (E4)

3. Describe charter school policies and practices related to enrollment and placement of students with IEPs. (E7)

4. Describe charter school policies and practices regarding referral and assessment of students suspected of requiring special education and related services, either through IDEA or Section 504. (E8)

5. Describe the way in which charter school policies and practices ensure compliance with IDEA special education timelines. (E9)

-
-
-
-
6. Do students identified as eligible for special education receive services required by their IEPs and 504 plans? How is this monitored? (E10)

-
-
-
-
7. Describe the charter school's process for identification and reclassification of students who are English Learners. (E14)

-
-
-
-
8. If charter school graduates students, has it notified students in foster care, homeless students, and students of a military family or with migrant status of their rights of exemption from local graduation requirements? (E15)

-
-
-
-
9. Does charter school use instructional materials that address the specific needs of English learners? How? (E17)

10. Describe the way in which the charter school integrates ELD within regular classes. Does it integrate ELD in all content areas in a manner that is aligned with state content and ELD standards? (E18)

11. Describe the schedule by which the charter school provides ELD. Is this for a specific protected time during the school day? (E19)

12. Does the charter school administer state-mandated testing according to testing rules and regulations as required for all K-12 schools in California? If the charter school operates a nonclassroom-based program, how is testing administered? (E20)

13. Does the charter school regularly collect student achievement data and report it to parents and staff? How? (E23)

14. How does the charter school handle discipline of students with disabilities? How does it ensure compliance with the law? (E33)

15. How do teachers access the special education records of their students? (E53)

**BINDER 1, TAB 2: DIRECTOR OF FINANCE (OR EQUIVALENT)
INTERVIEW QUESTIONS**

1. How does the charter school ensure that special education funds are not used to serve students identified for accommodations under Section 504? (E13)

2. How are Title I funds/categorical funding being used to supplement the school's LCAP goals? (E26)

3. Does the charter school have a clear process for reviewing and revising the budget (e.g., in light of changes in student enrollment or operations), including governing board approval? (F3)

4. What business accounting system does the charter school use? Does the business accounting system comply with state accounting and reporting requirements? (F13)

5. Has the charter school selected a state-approved auditing firm? (F14)

6. Has the charter school developed and implemented a corrective plan of action for each finding and recommendation, as applicable? (F17)

7. What is your level of reserves for economic uncertainties? What is the historical average reserve percentage? (F18)

8. Does the charter school prepare three-year financial projections (current plus two subsequent years) based on reasonable assumptions and include all long-term debt obligations? (F19)

9. Based on the projections, will the charter school be able to meet its financial obligations and maintain an appropriate level of reserves in the current and two subsequent fiscal years? (F20)

10. Does the charter school maintain records of all monies received (e.g., issues receipts)? (F22)

11. Does the charter school deposit monies in a timely manner? (F23)

12. Does the charter school maintain records of deposits of all monies? (F24)

13. Does the charter school reconcile bank statements to ensure receipt and deposit of monies is accurately reported? (F25)

14. Do disbursements require all of the following: (1) an original invoice from the vendor; (2) a receiving document; (3) appropriate approval of the purchase; and (4) ratification by the governing board, as applicable? (F27)

15. Are checks signed by authorized employees? (F28)

16. Has the charter school adopted a system to maintain vendor payment information for preparation of 1099s? (F29)

17. Has the charter school segregated duties between purchasing, receiving, and accounts payable? (F30)

18. Are tax deposits completed in a timely manner? (F32)

19. Are earnings properly recorded for retirement reporting to Social Security, PERS, STRS? (F33)

20. Does the charter school have a system to provide STRS data to the authorizer, to the extent applicable? (F34)

21. Does the charter school have a system to maintain employee earning records for preparation of W-2s? (F35)

22. Is equipment purchased with federal funds properly identified? (F38)

**BINDER 1, TAB 3: EXECUTIVE DIRECTOR (OR EQUIVALENT)
INTERVIEW QUESTIONS**

1. Does charter school provide at least one meal per day to qualifying students? (E41)

2. Describe the process by which parents, teachers, and other staff provide input regarding the effectiveness of the charter school. (G6)

3. Has the charter school complied with the assurance that it shall be nonsectarian in program admission policies, employment practices, and all other operations? (G31)

4. Has the charter school complied with the assurance that it shall not charge tuition? (G32)

5. Has the charter school complied with the assurance that it shall not discriminate against any pupil on the basis of the characteristics listed in Section 220? (G33)

-
6. Has the charter school complied with the assurance that it shall admit all students who reside in California who wish to attend (up to capacity based upon space, staff, or policy)? (G34)

7. Has the charter school complied with the assurance that it shall determine by public random drawing, which students, other than those already enrolled, will be allowed to enroll if the number of pupils who wish to attend charter school exceeds charter school's capacity and make reasonable efforts to accommodate the growth of charter school? (G35)

8. Has the charter school complied with the assurance that it shall comply with EC 47605(d)(2) in regard to the establishment of preferences for enrollment which shall not result in limiting enrollment access for pupils with: disabilities, academically low-achieving pupils, English learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged or pupils based on nationality, race, ethnicity, or sexual orientation? (G36)

9. Has the charter school complied with the assurance that it shall notify the school district of residence of the pupil's last known address within 30 days if a pupil is expelled or leaves charter school without graduating or completing the school year for any reason? (G37)

BINDER 1, TAB 4: TEACHER INTERVIEW QUESTIONS

1. Describe the process by which you are able to provide input regarding the effectiveness of the charter school. (G6)

2. Does charter school provide effective professional development and training opportunities each school year? (P13)

3. Does charter school leadership conduct regularly, timely evaluations of teachers? (P17)

**BINDER 1, TAB 5: OPERATIONS MANAGER (OR EQUIVALENT)
INTERVIEW QUESTIONS**

1. Are facilities adequate for number of students and types of programs? How do you know? (O2)

2. Does the school have a process for routine inspections of grounds to ensure that they remain in good condition and free from mold and other hazardous substances? (O3)

3. Have all single-user restrooms been designated as all-gender restrooms? (O5)

4. Does the charter school participate in an interscholastic athletic program? If so, does it have a written emergency action plan and at least one automated external defibrillator? (O10)

5. Does the charter school serve any grades 6-12 and meet the 40% pupil poverty rate? If so, does it provide feminine hygiene products, including tampons and sanitary napkins, in at least 50% of the school's restrooms? (O11)

6. If applicable, when the charter school has become aware of a lactating pupil, has it made accommodations for lactation other than a restroom? Where? Has it provided a place to safely store milk? Where? (O12)

**BINDER 1, TAB 6: ATTENDANCE CLERK (OR EQUIVALENT)
INTERVIEW QUESTIONS**

1. Are student absences excluded from apportionment days? (F43)

2. Does the charter school only claim ADA for teachers who hold an appropriate credential or certificate? (F44)

3. How does the charter school ensure that students are not enrolled in more than one track for which it claims an apportionment? (F49)

**BINDER 1, TAB 7: INDEPENDENT STUDY COORDINATOR (OR EQUIVALENT)
INTERVIEW QUESTIONS**

(ONLY ASK IF CHARTER SCHOOL OPERATES INDEPENDENT STUDY PROGRAM)

1. Do teachers and students communicate in person, by phone, or by other live visual or audio connection at least twice per month? (F51)

2. What is the charter school's ratio of ADA to FTE certificated employees? (F55)

3. Do students with IEPs only participate in independent study if their IEPs provide for that placement? How does charter school determine this? (F59)

4. Does the charter school provide any funds or other things of value to students who attend independent study programs (or their parents/guardians) that it does not provide to students who attend classroom-based programs (or their parents/guardians)? (F60)

5. Does charter school claim ADA only for students who are residents of the county in which the apportionment claim is reported, or who are residents of a county immediately adjacent to

the county in which the apportionment claim is reported? What types of controls are in place to ensure that this is accurately reported? (F61)

6. Does charter school maintain daily/hourly attendance credit register (separate from classroom attendance records) on a current basis as time values of student work products are evaluated by certificated teachers? (F62)

7. Does charter school claim apportionment credit for independent study only to the extent of the time value of student work products, as personally judged in each instance by a certificated teacher? How do you know? (F63)

BINDER 1, TAB 8: INDEPENDENT STUDY PARENT INTERVIEW QUESTIONS
(ONLY ASK IF CHARTER SCHOOL OPERATES INDEPENDENT STUDY PROGRAM)

1. How often does your child communicate with his or her teacher? Through what means do they communicate? (F51)

2. How often do you communicate with your child's teacher? Through what means do you communicate? (F51)

3. Do you have access to an online database or system where the charter school posts information on assignment completion, grades, and credits earned? What is it called? Is the information reported for your child up to date? (F52)

4. Who is assigned as your child's teacher? Do you know if this person is certificated? (F54)

5. How long does your child have to complete an assignment after it is assigned? (F56)

6. What happens if your child misses or does not complete an assignment? Are you notified?
Can your child make up the work? (F57)

7. Have you executed an independent study master agreement with the charter school? When?
(F58)

8. How does your child earn course credits? (F62)

BINDER 1, TAB 9: INDEPENDENT STUDY TEACHER INTERVIEW QUESTIONS
(ONLY ASK IF CHARTER SCHOOL OPERATES INDEPENDENT STUDY PROGRAM)

1. Describe the curriculum and assignments that you provide to students, including level of rigor. How do you differentiate instruction and assignments for students who require additional support, including students with IEPs, 504 plans, and English Learners? (F50)

2. How often do you communicate with students and parents? Through what means? (F51)

3. What certification do you hold? (F54)

4. How many students do you teach? (F55)

5. How long do students have to complete assignments? (F56)

6. How do you grade assignments? How do you handle missed, incomplete, or late assignments? (F57)

7. Do you have an executed independent study master agreement for each of your students? (F58)

8. How do you issue course credit to students? (F59)

BINDER 1, TAB 10: CLASSROOM OBSERVATION CHECKLIST

1. Does the charter school use standards-aligned instructional materials? (E16)

_____Yes _____No

Describe: _____

2. Does the charter school use instructional materials that address the specific needs of English learners? (E17)

_____Yes _____No

Describe: _____

3. Does the charter school provide integrated ELD within regular classes in all content areas that is aligned with state content and ELD standards? (E18)

_____Yes _____No

Describe: _____

4. Does the charter school provide designated ELD for a specific protected time during the school day that is aligned with ELD standards? (E19)

_____Yes _____No

Describe: _____

5. Are complaint policies posted in every classroom? (G39)

_____Yes

_____No

Describe: _____

BINDER 1, TAB 11: MAIN OFFICE OBSERVATION CHECKLIST

1. Are complaint policies and/or procedures available in the main/front office? (G40)

_____Yes _____No

Describe: _____

2. Are appropriate first aid supplies available in the main/front office? (E36)

_____Yes _____No

Describe: _____

3. Does charter school maintain student records in a secure location, including special education files? (E50)

_____Yes _____No

Describe: _____

4. Does the charter school have DFEH poster regarding transgender rights posted in a prominent and accessible location? (P8)

_____Yes _____No

Describe: _____

BINDER 2: EDUCATIONAL PROGRAM DOCUMENTATION		
Tab	Description	Compliance Area(s)
1.	Approved Charter	E1-E3, E27, E31-E32
2.	Description of Instructional Framework and/or Curriculum Scope and Sequence	E1-E2, E16-E17
3.	Staffing Chart	E3-E4
4.	Student Handbook	E5, E7-E9, E14-E15
5.	WASC Accreditation (As Applicable)	E6
6.	SELPA Policies and Procedures Manual	E7-E9
7.	CALPADS Reports for Fall 1 Submission	E7-E9
8.	Sample IEPs and Related Service Logs (Service Tracker from SEIS)*	E10-E11
9.	Sample Section 504 Plans*	E10
10.	Data Demonstrating Percentage of Students with Disabilities	E12
11.	Class Schedule	E19
12.	Assessment Calendar	E20
13.	Smarter Balanced Assessment Consortium Results	E21
14.	Dashboard Data	E21

* **Do not** include these samples in the binder. Shortly before or during District staff's site visit, they will randomly select samples for inclusion and review.

This document is intended for sole use by Dehesa School District and may not be duplicated or used without permission.

15.	School Accountability Report Card	E22
16.	Sample Data Reports Provided to Parents/Guardians*	E23
17.	Sample Data Reports Provided to Staff*	E23
18.	Notifications of ELPAC Assessments	E24
19.	LCAP or Update to LCAP	E25-E26
20.	Minutes from Governing Board Meeting Reflecting Approval of LCAP or Update to LCAP	E25
21.	Admissions/Enrollment Forms and Policies	E27-E28, E30-E31
22.	Lottery Procedures	E27, E31
23.	School Student Data (Including Demographic and Educational Background)	E29
24.	Student Data for Sample of Nearby School Districts (Including Demographic and Educational Background)	E29
25.	Student Discipline Policies and Procedures, Including Policies Regarding Discipline of Students with Disabilities	E32-E34
26.	Student Discipline Data	E34
27.	School Safety Plan	E35
28.	Sign-In Sheets from Health, Safety, and Emergency Training	E36
29.	Policy Regarding Visitors on Campus	E37

* **Do not** include these samples in the binder. Shortly before or during District staff's site visit, they will randomly select samples for inclusion and review.

This document is intended for sole use by Dehesa School District and may not be duplicated or used without permission.

30.	Sample Records of Vision, Hearing, and Scoliosis Screening and Immunizations	E38
31.	Suicide Prevention Policy	E39
32.	Minutes from Governing Board Meeting Reflecting Approval of Suicide Prevention Policy	E39
33.	Application for Universal Meal Service (As Applicable)	E40
34.	Governing Board Resolution Claiming Fiscal Hardship (As Applicable)	E40
35.	Screenshot from Website Reflecting Prominent Display of Title IX Notification	E42
36.	Sexual Health and HIV Prevention Education Course Description (As Applicable)	E43
37.	Policy or Other Description of Method for Informing Parents/Guardians Regarding Human Trafficking Prevention Resources	E44
38.	Notice Regarding FERPA Rights	E45
39.	Notice to 11th Graders' Parents Regarding Cal Grant (As Applicable)	E46
40.	Notice to 12th Graders' Parents Regarding GPA (As Applicable)	E47
41.	Notice Regarding Mental Health Services	E48
42.	Roster of All Students, Including Name, Grade Level, School District of Residence, County of Residence, Parent/Guardian Name, and Parent/Guardian Contact Number	E49
43.	Policy Regarding Confidentiality of Student Records	E50

44.	Policy Regarding Parent Review of Student Records	E51
45.	Policy Regarding Release of Student Information	E52

815-6/4552796.4

Assigned District Staff Person: _____

Position of Assigned Staff Person: _____

EDUCATIONAL PROGRAM AND STUDENT SERVICES OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review	Yes	No	Comments
<u>Educational Program</u>					
E1	Charter school curricular and instructional plan complies with approved charter.	<input type="checkbox"/> Approved charter (Binder 2, Tab 1) <input type="checkbox"/> Description of courses, instructional framework, and/or scope and sequence (Binder 2, Tab 2)	<input type="checkbox"/>	<input type="checkbox"/>	
E2	Charter school curricular and instructional plan is aligned with the needs of students that approved charter identifies as target population.	<input type="checkbox"/> Approved charter (Binder 2, Tab 1) <input type="checkbox"/> Description of courses, instructional framework, and/or scope and sequence (Binder 2, Tab 2) <input type="checkbox"/> Instructional leader (or equivalent) interview (Binder 1, Tab 1, Q1)	<input type="checkbox"/>	<input type="checkbox"/>	
E3	Charter school staffing complies with approved charter.	<input type="checkbox"/> Approved charter (Binder 2, Tab 1) <input type="checkbox"/> Staffing chart (Binder 2, Tab 3)	<input type="checkbox"/>	<input type="checkbox"/>	
E4	Charter school staffing is sufficient to carry out educational program.	<input type="checkbox"/> Staffing chart (Binder 2, Tab 3) <input type="checkbox"/> Instructional leader (or equivalent) interview (Binder 1, Tab 1, Q2)	<input type="checkbox"/>	<input type="checkbox"/>	
E5	If applicable, parents of high school students are informed about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements.	<input type="checkbox"/> Student handbook (Binder 2, Tab 4)	<input type="checkbox"/>	<input type="checkbox"/>	
E6	Charter school has obtained WASC accreditation, if applicable.	<input type="checkbox"/> WASC accreditation (Binder 2, Tab 5)	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Services to Special Populations</u>					

No.	Compliance Area	Evidence to Review	Yes	No	Comments
E7	Charter school policies and practices ensure appropriate placement for students who are enrolling with IEPs.	<input type="checkbox"/> Student handbook (Binder 2, Tab 4) <input type="checkbox"/> SELPA policies and procedures manual (Binder 2, Tab 6) <input type="checkbox"/> CALPADS reports for Fall 1 submission (Binder 2, Tab 7) <input type="checkbox"/> Instructional leader (or equivalent) interview (Binder 1, Tab 1, Q3)	<input type="checkbox"/>	<input type="checkbox"/>	
E8	Charter school policies and practices ensure referral and assessment of students suspected of requiring special education and related services, either through IDEA or Section 504.	<input type="checkbox"/> Student handbook (Binder 2, Tab 4) <input type="checkbox"/> SELPA policies and procedures manual (Binder 2, Tab 6) <input type="checkbox"/> CALPADS reports for Fall 1 submission (Binder 2, Tab 7) <input type="checkbox"/> Instructional leader (or equivalent) interview (Binder 1, Tab 1, Q4)	<input type="checkbox"/>	<input type="checkbox"/>	
E9	Charter school policies and practices ensure compliance with IDEA special education timelines.	<input type="checkbox"/> Student handbook (Binder 2, Tab 4) <input type="checkbox"/> SELPA policies and procedures manual (Binder 2, Tab 6) <input type="checkbox"/> CALPADS reports for Fall 1 submission (Binder 2, Tab 7) <input type="checkbox"/> Instructional leader (or equivalent) interview (Binder 1, Tab 1, Q5)	<input type="checkbox"/>	<input type="checkbox"/>	
E10	Students identified as eligible for special education receive services required by their IEPs and 504 plans.	<input type="checkbox"/> Sample IEPs (Binder 2, Tab 8) <input type="checkbox"/> Sample 504 plans (Binder 2, Tab 9) <input type="checkbox"/> Instructional leader (or equivalent) interview (Binder 1, Tab 1, Q6)	<input type="checkbox"/>	<input type="checkbox"/>	
E11	All required members of IEP teams attend IEP meetings.	<input type="checkbox"/> Sample IEPs (Binder 2, Tab 8)	<input type="checkbox"/>	<input type="checkbox"/>	
E12	Charter school does not enroll a disproportionately small number of students with disabilities.	<input type="checkbox"/> Data demonstrating percentage of students with disabilities in charter school (Binder 2, Tab 10)	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Compliance Area	Evidence to Review	Yes	No	Comments
E13	Charter school ensures that special education funds are not used to serve students identified for accommodations under Section 504.	<input type="checkbox"/> Director of finance (or equivalent) interview (Binder 1, Tab 2, Q1)	<input type="checkbox"/>	<input type="checkbox"/>	
E14	Charter school follows process for identification and reclassification of students who are English Learners.	<input type="checkbox"/> Student handbook (Binder 2, Tab 4) <input type="checkbox"/> Instructional leader (or equivalent) interview (Binder 1, Tab 1, Q7)	<input type="checkbox"/>	<input type="checkbox"/>	
E15	If charter school graduates students, it has notified students in foster care, homeless students, and students of a military family or with migrant status of their rights of exemption from local graduation requirements.	<input type="checkbox"/> Student handbook (Binder 2, Tab 4) <input type="checkbox"/> Instructional leader (or equivalent) interview (Binder 1, Tab 1, Q8)	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Curricular Materials</u>					
E16	Charter school uses standards-aligned instructional materials.	<input type="checkbox"/> Description of courses, instructional framework, and/or scope and sequence (Binder 2, Tab 2) <input type="checkbox"/> Classroom observations (Binder 1, Tab 10, Q1)	<input type="checkbox"/>	<input type="checkbox"/>	
E17	Charter school uses instructional materials that address the specific needs of English Learners.	<input type="checkbox"/> Description of courses, instructional framework, and/or scope and sequence (Binder 2, Tab 2) <input type="checkbox"/> Instructional leader (or equivalent) interview (Binder 1, Tab 1, Q9) <input type="checkbox"/> Classroom observations (Binder 1, Tab 10, Q2)	<input type="checkbox"/>	<input type="checkbox"/>	
E18	Charter school provides integrated English Language Development within regular classes in all content areas in a manner that is aligned with state content and ELD standards.	<input type="checkbox"/> Instructional leader (or equivalent) interview (Binder 1, Tab 1, Q10) <input type="checkbox"/> Classroom observations (Binder 1, Tab 10, Q3)	<input type="checkbox"/>	<input type="checkbox"/>	
E19	Charter school provides designated English Language Development for a specific protected time	<input type="checkbox"/> Class schedule (Binder 2, Tab 11) <input type="checkbox"/> Instructional leader (or equivalent) interview (Binder 1, Tab 1, Q11) <input type="checkbox"/> Classroom observations (Binder 1, Tab 10, Q4)	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Compliance Area	Evidence to Review	Yes	No	Comments
	during the school day that is aligned with ELD standards.				
<u>Assessment</u>					
E20	Charter school administers state-mandated testing according to testing rules and regulations as required for all K-12 schools in California.	<input type="checkbox"/> Assessment calendar (Binder 2, Tab 12) <input type="checkbox"/> Instructional leader (or equivalent) interview (Binder 1, Tab 1, Q12)	<input type="checkbox"/>	<input type="checkbox"/>	
E21	SBAC and Dashboard Data indicate that the charter school is on target for meeting renewal requirements as set forth in EC 47607(b).	<input type="checkbox"/> SBAC (Binder 2, Tab 13) <input type="checkbox"/> Dashboard Data (Binder 2, Tab 14)	<input type="checkbox"/>	<input type="checkbox"/>	
E22	Charter school has completed and timely posted a SARC containing required elements.	<input type="checkbox"/> SARC (Binder 2, Tab 15)	<input type="checkbox"/>	<input type="checkbox"/>	
E23	Charter school regularly collects student achievement data and reports it to parents and staff.	<input type="checkbox"/> Sample data reports to parents (Binder 2, Tab 16) <input type="checkbox"/> Sample data reports to staff (Binder 2, Tab 17) <input type="checkbox"/> Instructional leader (or equivalent) interview (Binder 1, Tab 1, Q13)	<input type="checkbox"/>	<input type="checkbox"/>	
E24	Charter school provides required notifications of language proficiency assessments (ELPAC), including whether a child is a long-term English Learner or is at-risk of becoming one.	<input type="checkbox"/> Notifications (Binder 2, Tab 18)	<input type="checkbox"/>	<input type="checkbox"/>	
E25	Charter school has current LCAP/LCAP Update that has been presented to, reviewed and approved by the Charter School's governing board.	<input type="checkbox"/> LCAP/LCAP update (Binder 2, Tab 19) <input type="checkbox"/> Minutes from Board meeting (Binder 2, Tab 20)	<input type="checkbox"/>	<input type="checkbox"/>	
E26	Title I funds/categorical funding are being used to supplement the school's LCAP goals.	<input type="checkbox"/> LCAP/LCAP update (Binder 2, Tab 19) <input type="checkbox"/> Director of finance (or equivalent) interview (Binder 1, Tab 2, Q2)	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Compliance Area	Evidence to Review	Yes	No	Comments
<u>Admissions</u>					
E27	Charter school complies with the admissions practices described in the approved charter.	<input type="checkbox"/> Approved charter (Binder 2, Tab 1) <input type="checkbox"/> Admissions/enrollment forms and policies (Binder 2, Tab 21) <input type="checkbox"/> Lottery procedures (Binder 2, Tab 22)	<input type="checkbox"/>	<input type="checkbox"/>	
E28	Admissions process for a student with an IEP is the same as for a student without an IEP.	<input type="checkbox"/> Admissions/enrollment forms and policies (Binder 2, Tab 21)	<input type="checkbox"/>	<input type="checkbox"/>	
E29	Student data demonstrate that population is reflective of the District (including racial and ethnic background, students with disabilities, English learners, and FRPL students).	<input type="checkbox"/> Charter school student data (Binder 2, Tab 23) <input type="checkbox"/> Student data from nearby school districts (Binder 2, Tab 24)	<input type="checkbox"/>	<input type="checkbox"/>	
E30	Charter school enrollment forms indicate compliance with all applicable laws, including prohibition on collecting information regarding immigration status; prohibition on collecting social security numbers unless required by law; and, as required by Education Code section 49452.9(a), health care cover options and enrollment assistance information.	<input type="checkbox"/> Admissions/enrollment forms and policies (Binder 2, Tab 21)	<input type="checkbox"/>	<input type="checkbox"/>	
E31	If charter school has used lottery system to determine which students will be allowed to enroll, process was held in the manner described in the approved charter.	<input type="checkbox"/> Approved charter (Binder 2, Tab 1) <input type="checkbox"/> Admissions/enrollment forms and policies (Binder 2, Tab 21) <input type="checkbox"/> Lottery procedures (Binder 2, Tab 22)	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Discipline</u>					
E32	Charter school discipline policies and practices are consistent with terms of charter.	<input type="checkbox"/> Approved charter (Binder 2, Tab 1) <input type="checkbox"/> Discipline policies and procedures, including policies regarding discipline of students with disabilities (Binder 2, Tab 25)	<input type="checkbox"/>	<input type="checkbox"/>	
E33	Student discipline procedures comply with due process requirements set forth in Education Code	<input type="checkbox"/> Discipline policies and procedures, including policies regarding discipline	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Compliance Area	Evidence to Review	Yes	No	Comments
	section 47605, charter, and/or discipline policies and procedures, including all requirements for disciplining students with disabilities.	of students with disabilities (Binder 2, Tab 25) <input type="checkbox"/> Instructional leader (or equivalent) interview (Binder 1, Tab 1, Q14)			
E34	Charter school has not disproportionately suspended or expelled students of certain racial or ethnic backgrounds, or students with disabilities.	<input type="checkbox"/> Discipline data (Binder 2, Tab 26) <input type="checkbox"/> Discipline policies and procedures, including policies regarding discipline of students with disabilities (Binder 2, Tab 25)	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Health and Safety</u>					
E35	Charter School has and annually updates its school safety plan, addressing fire emergencies, earthquakes, criminal incidents, accidents, injuries, and other threats to the health and safety of students and staff, consistent with Education Code requirements.	<input type="checkbox"/> School safety plan (Binder 2, Tab 27)	<input type="checkbox"/>	<input type="checkbox"/>	
E36	Staff has been trained in health, safety, and emergency procedures, and appropriate first aid supplies are kept on hand.	<input type="checkbox"/> Training sign-in sheets (Binder 2, Tab 28) <input type="checkbox"/> Observation of main office (Binder 1, Tab 11, Q2)	<input type="checkbox"/>	<input type="checkbox"/>	
E37	Charter school has a policy/procedure for visitors to enter and leave campus.	<input type="checkbox"/> Policy or procedure (Binder 2, Tab 29)	<input type="checkbox"/>	<input type="checkbox"/>	
E38	Charter school provides for the screening of pupils' vision, hearing, screening for scoliosis, and required immunizations.	<input type="checkbox"/> Records of student screenings (Binder 2, Tab 30)	<input type="checkbox"/>	<input type="checkbox"/>	
E39	If charter school serves students in grades 7-12, governing board has adopted Suicide Prevention Policy that was created in conjunction with stakeholders, specifically lists its high-risk groups, addresses the needs of those high-risk students, and was updated in the last 5 years.	<input type="checkbox"/> Suicide Prevention Policy (Binder 2, Tab 31) <input type="checkbox"/> Board meeting minutes (Binder 2, Tab 32)	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Compliance Area	Evidence to Review	Yes	No	Comments
E40	If charter school qualifies for FRPL for all meals that it provides, it has applied to provide a universal meal service to all students at the school, or, if not, has submitted a governing board resolution to the state claiming a fiscal hardship (with evidence that those finding are reviewed in a public meeting every 4 years), as provided in Education Code section 49564(c).	<input type="checkbox"/> Application for universal meal service (Binder 2, Tab 33) <input type="checkbox"/> Governing board resolution (Binder 2, Tab 34)	<input type="checkbox"/>	<input type="checkbox"/>	
E41	Charter school provides at least one meal per day to students who qualify for FRPL.	<input type="checkbox"/> Executive director (or equivalent) interview (Binder 1, Tab 3, Q1)	<input type="checkbox"/>	<input type="checkbox"/>	
E42	Charter school posts on its website in a prominent, conspicuous location, the Title IX information, including the name and contact number/e-mail for the Title IX Coordinator for that school.	<input type="checkbox"/> Screenshot from website (Binder 2, Tab 35)	<input type="checkbox"/>	<input type="checkbox"/>	
E43	If charter school serves students in grades 7-12, it provides comprehensive sexual health and HIV prevention education, as required by Education Code section 51930, et seq.	<input type="checkbox"/> Sexual health and HIV prevention education course description (Binder 2, Tab 36)	<input type="checkbox"/>	<input type="checkbox"/>	
E44	By January 1, 2020, charter school has developed methods for informing parents/guardians of students in grades 6-12 regarding human trafficking prevention resources, as required by Education Code section 49381.	<input type="checkbox"/> Policy or other description of method for informing parents/guardians (Binder 2, Tab 37)	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Parent Notifications</u>					
E45	Charter school provides a notice to all parents/guardians regarding their rights under the Family Educational Rights and Privacy Act.	<input type="checkbox"/> Notice (Binder 2, Tab 38)	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Compliance Area	Evidence to Review	Yes	No	Comments
E46	If charter school serves students in 11th grade, parents of those students are notified by January 1st that the students will be deemed a Cal Grant applicant unless the student opts out, as required by Education Code section 69432.9(d)(1).	<input type="checkbox"/> Notice (Binder 2, Tab 39)	<input type="checkbox"/>	<input type="checkbox"/>	
E47	If charter school serves students in 12th grade, parents of those students are notified of student's GPA by October 1st, as required by Education Code section 69432.9(c)(2).	<input type="checkbox"/> Notice (Binder 2, Tab 40)	<input type="checkbox"/>	<input type="checkbox"/>	
E48	Charter school notifies parents at least twice a year regarding how to initiate access to available student mental health services on campus or in the community.	<input type="checkbox"/> Notice (Binder 2, Tab 41)	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Student Records</u>					
E49	Charter school maintains comprehensive records regarding its students.	<input type="checkbox"/> Roster of students, including name, grade level, school district of residence, county of residence, parent/guardian name, and contact number (Binder 2, Tab 42)	<input type="checkbox"/>	<input type="checkbox"/>	
E50	Charter school maintains student records, including special education records, in a confidential and secure location.	<input type="checkbox"/> Policy regarding confidentiality of student records (Binder 2, Tab 43) <input type="checkbox"/> Observation of main office (Binder 1, Tab 11, Q3)	<input type="checkbox"/>	<input type="checkbox"/>	
E51	Charter school has a policy or procedure for parents to review student files, including a log.	<input type="checkbox"/> Policy regarding review of records (Binder 2, Tab 44)	<input type="checkbox"/>	<input type="checkbox"/>	
E52	Charter school has policy or procedure regarding release of student information.	<input type="checkbox"/> Policy regarding release of student information (Binder 2, Tab 45)	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Compliance Area	Evidence to Review	Yes	No	Comments
E53	Teachers have reasonable access to special education records.	<input type="checkbox"/> Instructional leader (or equivalent) interview (Binder 1, Tab 1, Q15)	<input type="checkbox"/>	<input type="checkbox"/>	
			Total "No" Responses: ____ Risk Assessment (Circle One): 0-13 Low 14-26 Moderate 27+ High		

815-21/4535127.4

BINDER 3: GOVERNANCE DOCUMENTATION		
Tab	Description	Compliance Area(s)
1.	Articles of Incorporation	G1
2.	Bylaws	G1-G4, G6, G12
3.	Approved Charter	G3, G6, G8, G12
4.	Most Recent School Leader Evaluation	G5
5.	List of Board Members	G7-G8
6.	Board Member Biographies	G9-G11
7.	Description of School and Community Demographics	G9
8.	Completed Form 700s for Board Members and Leadership	G11
9.	Annual Board Meeting Calendar	G12
10.	Sign-In Sheet(s) from Brown Act Training	G13
11.	Three Most Recent Board Meeting Agendas	G14-G15
12.	Screenshot of Website with Posted Agenda	G14
13.	Public Comment Description/Policy	G15
14.	Three Most Recent Board Meeting Minutes	G16
15.	Screenshot of Website with Posted Minutes	G16
16.	Board Meeting Minutes Reflecting Review of Compliance with Education Code Section 49431.9 (Prohibiting Food/Beverage Advertisements)	G17

This document is intended for sole use by Dehesa School District and may not be duplicated or used without permission.

17.	Parent Handbook	G18
18.	Student Handbook	G18
19.	Employee Handbook	G18
20.	Complete Set of Board Policies	G19-G30, G39
21.	Memorandum of Understanding	G38

815-21/4533770.2

Assigned District Staff Person: _____

Position of Assigned Staff Person: _____

GOVERNANCE OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review	Yes	No	Comments
<u>Organizational Management</u>					
G1	If charter school is organized as a nonprofit corporation, the corporate papers are available to the authorizer.	<input type="checkbox"/> Articles of Incorporation (Binder 3, Tab 1) <input type="checkbox"/> Bylaws (Binder 3, Tab 2)	<input type="checkbox"/>	<input type="checkbox"/>	
G2	Bylaws are comprehensive, with provisions regarding governing board composition, term limits, powers, meetings, committees, officers, etc.	<input type="checkbox"/> Bylaws (Binder 3, Tab 2)	<input type="checkbox"/>	<input type="checkbox"/>	
G3	Any changes to charter or bylaws have been approved by charter school's governing board and submitted to the authorizer.	<input type="checkbox"/> Bylaws (Binder 3, Tab 2) <input type="checkbox"/> Approved charter (Binder 3, Tab 3)	<input type="checkbox"/>	<input type="checkbox"/>	
G4	There is a clear distinction between responsibilities of governing board and administration.	<input type="checkbox"/> Bylaws (Binder 3, Tab 2)	<input type="checkbox"/>	<input type="checkbox"/>	
G5	Governing board has a robust process for evaluating the charter school leader.	<input type="checkbox"/> Most recent charter school leader evaluation (Binder 3, Tab 4)	<input type="checkbox"/>	<input type="checkbox"/>	
G6	There is a process in place that ensures parents, teachers, and other staff provide input regarding the effectiveness of the charter school.	<input type="checkbox"/> Bylaws (Binder 3, Tab 2) <input type="checkbox"/> Approved charter (Binder 3, Tab 3) <input type="checkbox"/> Executive director (or equivalent) interview (Binder 1, Tab 3, Q2) <input type="checkbox"/> Teacher interview (Binder 1, Tab 4, Q1)	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Composition</u>					

No.	Compliance Area	Evidence to Review	Yes	No	Comments
G7	Charter school has a list or roster of governing board members.	<input type="checkbox"/> List of board members (Binder 3, Tab 5)	<input type="checkbox"/>	<input type="checkbox"/>	
G8	Composition of governing board is consistent with approved charter.	<input type="checkbox"/> List of board members (Binder 3, Tab 5) <input type="checkbox"/> Approved charter (Binder 3, Tab 3)	<input type="checkbox"/>	<input type="checkbox"/>	
G9	Governing board is diverse and reflects charter school and community population.	<input type="checkbox"/> Board member biographies (Binder 3, Tab 6) <input type="checkbox"/> Description of school and community demographics (Binder 3, Tab 7)	<input type="checkbox"/>	<input type="checkbox"/>	
G10	Governing board members have experience in key areas, such as education, finance, legal, real estate, and fundraising.	<input type="checkbox"/> Board member biographies (Binder 3, Tab 6)	<input type="checkbox"/>	<input type="checkbox"/>	
G11	Governing board and charter leadership are free of real and perceived conflicts of interest.	<input type="checkbox"/> Board member biographies (Binder 3, Tab 6) <input type="checkbox"/> Completed Form 700s (Binder 3, Tab 8)	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Meetings</u>					
G12	Governing board conducts meetings as frequently as is needed to ensure that it addresses necessary charter school business, and such meetings are consistent with timelines set forth in charter and bylaws.	<input type="checkbox"/> Annual governing board meeting calendar (Binder 3, Tab 9) <input type="checkbox"/> Bylaws (Binder 3, Tab 2) <input type="checkbox"/> Approved charter (Binder 3, Tab 3)	<input type="checkbox"/>	<input type="checkbox"/>	
G13	Governing board members receive annual training regarding Brown Act requirements.	<input type="checkbox"/> Sign-in sheet from Brown Act training (Binder 3, Tab 10)	<input type="checkbox"/>	<input type="checkbox"/>	
G14	Meetings are noticed in accordance with the Brown Act.	<input type="checkbox"/> Sample meeting agendas (Binder 3, Tab 11) <input type="checkbox"/> Screenshot of charter school website (Binder 3, Tab 12)	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Compliance Area	Evidence to Review	Yes	No	Comments
G15	Governing board has adopted clear public comment policy, including allowance of twice the time limit for non-English-speaker translation.	<input type="checkbox"/> Sample meeting agendas (Binder 3, Tab 11) <input type="checkbox"/> Public comment policy (Binder 3, Tab 13)	<input type="checkbox"/>	<input type="checkbox"/>	
G16	Minutes are approved and thereafter made available to the public.	<input type="checkbox"/> Sample meeting minutes (Binder 3, Tab 14) <input type="checkbox"/> Screenshot of charter school website (Binder 3, Tab 15)	<input type="checkbox"/>	<input type="checkbox"/>	
G17	Governing board annually reviews charter school's compliance with Education Code section 49431.9, which prohibits advertisement of food or beverages.	<input type="checkbox"/> Board meeting minutes (Binder 3, Tab 16)	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Board Policies</u>					
G18	Governing board has adopted parent, student, and employee handbooks, and makes updates to handbooks as needed.	<input type="checkbox"/> Parent handbook (Binder 3, Tab 17) <input type="checkbox"/> Student handbook (Binder 3, Tab 18) <input type="checkbox"/> Employee handbook (Binder 3, Tab 19)	<input type="checkbox"/>	<input type="checkbox"/>	
G19	Governing board has adopted policies related to conflict of interest.	<input type="checkbox"/> Board policies (Binder 3, Tab 20)	<input type="checkbox"/>	<input type="checkbox"/>	
G20	Governing board has adopted policies related to student discipline and due process.	<input type="checkbox"/> Board policies (Binder 3, Tab 20)	<input type="checkbox"/>	<input type="checkbox"/>	
G21	Governing board has adopted policies related to complaints and investigations.	<input type="checkbox"/> Board policies (Binder 3, Tab 20)	<input type="checkbox"/>	<input type="checkbox"/>	
G22	Governing board has adopted internal control policies (and related forms and systems).	<input type="checkbox"/> Board policies (Binder 3, Tab 20)	<input type="checkbox"/>	<input type="checkbox"/>	
G23	Governing board has adopted policies related to bank signature authorizations.	<input type="checkbox"/> Board policies (Binder 3, Tab 20)	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Compliance Area	Evidence to Review	Yes	No	Comments
G24	Governing board has adopted policies related to allowable purchases and purchasing authority.	<input type="checkbox"/> Board policies (Binder 3, Tab 20)	<input type="checkbox"/>	<input type="checkbox"/>	
G25	Governing board has adopted policies related to student harassment and the prevention of acts of bullying, including cyberbullying.	<input type="checkbox"/> Board policies (Binder 3, Tab 20)	<input type="checkbox"/>	<input type="checkbox"/>	
G26	Governing board has adopted policies related to employee harassment.	<input type="checkbox"/> Board policies (Binder 3, Tab 20)	<input type="checkbox"/>	<input type="checkbox"/>	
G27	Governing board has adopted and annually updates its safety plan to include all legal requirements applicable to charter schools.	<input type="checkbox"/> Board policies (Binder 3, Tab 20)	<input type="checkbox"/>	<input type="checkbox"/>	
G28	Governing board has adopted policies related to immunization records.	<input type="checkbox"/> Board policies (Binder 3, Tab 20)	<input type="checkbox"/>	<input type="checkbox"/>	
G29	Governing board has adopted policies related to Family Educational Rights and Privacy Act.	<input type="checkbox"/> Board policies (Binder 3, Tab 20)	<input type="checkbox"/>	<input type="checkbox"/>	
G30	Governing board has adopted policies related to Section 504/IDEA compliance.	<input type="checkbox"/> Board policies (Binder 3, Tab 20)	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Education Code Assurances</u>					
G31	Charter school has complied with assurance that it shall be nonsectarian in program admission policies, employment practices, and all other operations.	<input type="checkbox"/> Executive director (or equivalent) interview (Binder 1, Tab 3, Q3)	<input type="checkbox"/>	<input type="checkbox"/>	
G32	Charter school has complied with assurance that it shall not charge tuition.	<input type="checkbox"/> Executive director (or equivalent) interview (Binder 1, Tab 3, Q4)	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Compliance Area	Evidence to Review	Yes	No	Comments
G33	Charter school has complied with assurance that it shall not discriminate against any pupil on the basis of the characteristics listed in Education Code section 220.	<input type="checkbox"/> Executive director (or equivalent) interview (Binder 1, Tab 3, Q5)	<input type="checkbox"/>	<input type="checkbox"/>	
G34	Charter school has complied with assurance that it shall admit all students who reside in California who wish to attend (up to the Charter School's capacity based upon space, staff, or Charter School policy).	<input type="checkbox"/> Executive director (or equivalent) interview (Binder 1, Tab 3, Q6)	<input type="checkbox"/>	<input type="checkbox"/>	
G35	Charter school has complied with assurance that it shall determine by public random drawing, which students, other than those already enrolled, will be allowed to enroll if the number of pupils who wish to attend charter school exceeds charter school's capacity and make reasonable efforts to accommodate the growth of charter school.	<input type="checkbox"/> Executive director (or equivalent) interview (Binder 1, Tab 3, Q7)	<input type="checkbox"/>	<input type="checkbox"/>	
G36	Charter school has complied with assurance that it shall comply with EC 47605(d)(2) in regard to the establishment of preferences for enrollment which shall not result in limiting enrollment access for pupils with: disabilities, academically low-achieving pupils, English Learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged or pupils based on nationality, race, ethnicity, or sexual orientation.	<input type="checkbox"/> Executive director (or equivalent) interview (Binder 1, Tab 3, Q8)	<input type="checkbox"/>	<input type="checkbox"/>	
G37	Charter school has complied with assurance that it shall notify the school district of residence of the pupil's last known address within 30 days if a pupil is expelled or leaves charter school without graduating or completing the school year for any reason	<input type="checkbox"/> Executive director (or equivalent) interview (Binder 1, Tab 3, Q9)	<input type="checkbox"/>	<input type="checkbox"/>	

Memorandum of Understanding

No.	Compliance Area	Evidence to Review	Yes	No	Comments
G38	Charter school has complied with terms of current memorandum of understanding, if applicable.	<input type="checkbox"/> Memorandum of understanding (Binder 3, Tab 21)	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Complaint Policies and Procedures</u>					
G39	Board has adopted policies by which students, parents, and staff may make complaints, and these procedures are posted in every classroom.	<input type="checkbox"/> Board policies (Binder 3, Tab 20) <input type="checkbox"/> Observation of classrooms (Binder 1, Tab 10, Q5)	<input type="checkbox"/>	<input type="checkbox"/>	
G40	Complaint policies and procedures are available in the main/front office.	<input type="checkbox"/> Observation of main office (Binder 1, Tab 11, Q1)	<input type="checkbox"/>	<input type="checkbox"/>	
			Total “No” Responses: ____ Risk Assessment (Circle One): 0-10 Low 11-20 Moderate 21+ High		

815-21/4533386.4

BINDER 4: OPERATIONS/FACILITIES DOCUMENTATION		
Tab	Description	Compliance Area(s)
1.	Staff Organizational Chart	O1
2.	Capacity Chart for Campus Facilities	O2
3.	Facilities Inspection Logs	O3
4.	ADA Certification	O4
5.	Asbestos Management Plan	O6
6.	Certificate of Occupancy	O7
7.	Conditional Use Permit (As Applicable)	O8
8.	Safety Inspection by Local Fire Department	O9
9.	Emergency Action Plan	O10
10.	Certificates of Insurance	O13

815-21/4533777.3

Assigned District Staff Person: _____

Position of Assigned Staff Person: _____

OPERATIONS AND FACILITIES OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review	Yes	No	Comments
<u>Maintenance of Facilities</u>					
O1	A designated person is responsible for overseeing operations and facilities management.	<input type="checkbox"/> Staff organizational chart (Binder 4, Tab 1)	<input type="checkbox"/>	<input type="checkbox"/>	
O2	Facilities are adequate for number of students and types of programs.	<input type="checkbox"/> Capacity chart for campus facilities (Binder 4, Tab 2) <input type="checkbox"/> Operations manager (or equivalent) interview (Binder 1, Tab 5, Q1)	<input type="checkbox"/>	<input type="checkbox"/>	
O3	Charter school has process for routine inspections of grounds to ensure that they remain in good condition and free from mold and other hazardous substances.	<input type="checkbox"/> Inspection logs (Binder 4, Tab 3) <input type="checkbox"/> Operations manager (or equivalent) interview ((Binder 1, Tab 5, Q2)	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Legal Compliance</u>					
O4	All facilities meet Americans with Disabilities Act requirements.	<input type="checkbox"/> ADA certification (Binder 4, Tab 4)	<input type="checkbox"/>	<input type="checkbox"/>	
O5	All single-user restrooms have been designated as all-gender restrooms.	<input type="checkbox"/> Operations manager (or equivalent) interview (Binder 1, Tab 5, Q3)	<input type="checkbox"/>	<input type="checkbox"/>	
O6	Charter school has developed asbestos management plan in accordance with the Asbestos Hazard Emergency Response Act.	<input type="checkbox"/> Asbestos Management Plan (Binder 4, Tab 5)	<input type="checkbox"/>	<input type="checkbox"/>	
O7	Charter school has certificate of occupancy on file.	<input type="checkbox"/> Certificate of occupancy (Binder 4, Tab 6)	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Compliance Area	Evidence to Review	Yes	No	Comments
O8	Charter school has conditional use permit on file, as applicable.	<input type="checkbox"/> Conditional use permit (Binder 4, Tab 7)	<input type="checkbox"/>	<input type="checkbox"/>	
O9	Charter school has safety inspection by local fire department on file.	<input type="checkbox"/> Safety inspection by local fire department (Binder 4, Tab 8)	<input type="checkbox"/>	<input type="checkbox"/>	
O10	If charter school participates in an interscholastic athletic program, it has a written emergency action plan and at least one automated external defibrillator for the school.	<input type="checkbox"/> Emergency action plan (Binder 4, Tab 9) <input type="checkbox"/> Operations manager (or equivalent) interview (Binder 1, Tab 5, Q4)	<input type="checkbox"/>	<input type="checkbox"/>	
O11	If charter school serves any grades 6-12, and meets the 40% pupil poverty rate, it provides feminine hygiene products, including tampons and sanitary napkins, in a least 50% of the school's restrooms.	<input type="checkbox"/> Operations manager (or equivalent) interview (Binder 1, Tab 5, Q5)	<input type="checkbox"/>	<input type="checkbox"/>	
O12	If charter school is aware of a lactating pupil, it has made accommodations for lactation other than a restroom and has provided a place to safely store milk.	<input type="checkbox"/> Operations manager (or equivalent) interview (Binder 1, Tab 5, Q12)	<input type="checkbox"/>	<input type="checkbox"/>	
O13	Charter school has adequate insurance coverage that names the District as additional insured, as applicable.	<input type="checkbox"/> Certificates of insurance (Binder 4, Tab 10)	<input type="checkbox"/>	<input type="checkbox"/>	
			Total "No" Responses: ____ Risk Assessment (Circle One): 0-3 Low 4-6 Moderate 7+ High		

BINDER 5: PERSONNEL DOCUMENTATION		
Tab	Description	Compliance Area(s)
1.	Employee Handbook	P1-P2, P9-P10
2.	Employee Policies	P1-P2
3.	Approved Charter	P1, P12, P14, P18
4.	Employment-Related Memoranda of Understanding (As Applicable)	P1, P12, P14, P18
5.	Three Sample Employment Contracts	P3
6.	Documentation of Fingerprint Clearance	P4
7.	Documentation of Tuberculosis Test Results	P5
8.	Certificates of AB 1432 Training	P6
9.	Certificates of Anti-Harassment Training (As Applicable)	P7
10.	Three Sample Governing Board Meeting Minutes Reflecting Approval of Personnel Actions	P11
11.	Staff Organizational Chart	P12, P14-P16, P18
12.	Professional Development Calendar	P13
13.	Three Sample Professional Development Session Agenda/Training Materials	P13
14.	Documentation of Credentials/Certifications Held by Teachers of Core Subjects	P14

15.	Documentation of CLAD or B-CLAD Credentials/Certifications Held by Teachers	P15
16.	Documentation of Credentials/Certifications Held by Special Education Teachers	P16
17.	Three Sample Teacher Evaluations	P17
18.	Documentation of Qualifications Held by Classified Aides	P18

815-21/4533784.3

Assigned District Staff Person: _____
 Position of Assigned Staff Person: _____

PERSONNEL OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review	Yes	No	Comments
<u>All Employees</u>					
P1	Charter school employee handbook and policies are consistent with approved charter and any MOUs.	<input type="checkbox"/> Employee handbook (Binder 5, Tab 1) <input type="checkbox"/> Employee policies (Binder 5, Tab 2) <input type="checkbox"/> Approved charter (Binder 5, Tab 3) <input type="checkbox"/> Employment-related MOUs (Binder 5, Tab 4)	<input type="checkbox"/>	<input type="checkbox"/>	
P2	Charter school employee handbook and policies guarantee fair hiring practices.	<input type="checkbox"/> Employee handbook (Binder 5, Tab 1) <input type="checkbox"/> Employee policies (Binder 5, Tab 2)	<input type="checkbox"/>	<input type="checkbox"/>	
P3	Charter school enters employment contracts with all persons hired to work at school.	<input type="checkbox"/> Sample employment contracts (Binder 5, Tab 5)	<input type="checkbox"/>	<input type="checkbox"/>	
P4	All employees have been fingerprinted, including Department of Justice background checks.	<input type="checkbox"/> Documentation of fingerprint clearance for all employees (Binder 5, Tab 6)	<input type="checkbox"/>	<input type="checkbox"/>	
P5	All employees have passed TB test and results are current.	<input type="checkbox"/> Documentation of current TB test results for all employees (Binder 5, Tab 7)	<input type="checkbox"/>	<input type="checkbox"/>	
P6	All employees have undergone AB 1432 Child Abuse Neglect and Reporting training within first 6 weeks of school or 6 weeks of employment.	<input type="checkbox"/> Certificates of training (Binder 5, Tab 8)	<input type="checkbox"/>	<input type="checkbox"/>	
P7	If charter school employs 50+ employees, all supervisors have undergone anti-harassment training, including harassment based on sexual orientation and gender identity and expression.	<input type="checkbox"/> Certificates of training (Binder 5, Tab 9)	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Compliance Area	Evidence to Review	Yes	No	Comments
P8	Charter school has DFEH poster regarding transgender rights posted in a prominent and accessible location.	<input type="checkbox"/> Observation of main office (Binder 1, Tab 11, Q4)	<input type="checkbox"/>	<input type="checkbox"/>	
P9	If charter school employs 20+ employees, it provides up to 12 weeks of job-protected, unpaid parental leave.	<input type="checkbox"/> Employee handbook (Binder 5, Tab 1)	<input type="checkbox"/>	<input type="checkbox"/>	
P10	If charter school employs 25+ employees, it provides protected leave and sick leave as it pertains to child and relative care laws.	<input type="checkbox"/> Employee handbook (Binder 5, Tab 1)	<input type="checkbox"/>	<input type="checkbox"/>	
P11	Governing board approves personnel actions.	<input type="checkbox"/> Governing board minutes (Binder 5, Tab 10)	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Certificated Employees</u>					
P12	Charter school employs sufficient teaching staff to satisfy terms of approved charter and applicable law.	<input type="checkbox"/> Staff organizational chart (Binder 5, Tab 11) <input type="checkbox"/> Approved charter (Binder 5, Tab 3) <input type="checkbox"/> Employment-related MOUs (Binder 5, Tab 4)	<input type="checkbox"/>	<input type="checkbox"/>	
P13	Charter school provides teachers with professional development opportunities.	<input type="checkbox"/> Professional development calendar (Binder 5, Tab 12) <input type="checkbox"/> Professional development session agenda (Binder 5, Tab 13) <input type="checkbox"/> Teacher interview (Binder 1, Tab 4, Q2)	<input type="checkbox"/>	<input type="checkbox"/>	
P14	Teachers providing instruction in core subject areas have the required credentials and certifications to meet state and federal requirements, terms of approved charter, and any MOUs.	<input type="checkbox"/> Staff organizational chart (Binder 5, Tab 11) <input type="checkbox"/> Documentation of credentials and certifications held by core teachers (Binder 5, Tab 14) <input type="checkbox"/> Approved charter (Binder 5, Tab 3) <input type="checkbox"/> Employment-related MOUs (Binder 5, Tab 4)	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Compliance Area	Evidence to Review	Yes	No	Comments
P15	Teachers have the legally required CLAD or B-CLAD certification to provide instruction to their students.	<input type="checkbox"/> Staff organizational chart (Binder 5, Tab 11) <input type="checkbox"/> Documentation of credentials and certifications held by teachers (Binder 5, Tab 15)	<input type="checkbox"/>	<input type="checkbox"/>	
P16	Teachers providing special education and related services have required credentials and certifications.	<input type="checkbox"/> Staff organizational chart (Binder 5, Tab 11) <input type="checkbox"/> Documentation of credentials and certifications held by special education teachers (Binder 5, Tab 16)	<input type="checkbox"/>	<input type="checkbox"/>	
P17	Charter school leadership conducts regularly, timely evaluations of teachers.	<input type="checkbox"/> Sample evaluations (Binder 5, Tab 17) <input type="checkbox"/> Teacher interview (Binder 1, Tab 4, Q3)	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Classified Employees</u>					
P18	Classified employees who provide instructional support in core subject areas, special education, and English language learning meet state and federal requirements, terms of approved charter, and any MOUs.	<input type="checkbox"/> Staff organizational chart (Binder 5, Tab 11) <input type="checkbox"/> Documentation of qualifications held by classified aides (Binder 5, Tab 18) <input type="checkbox"/> Approved charter (Binder 5, Tab 3) <input type="checkbox"/> Employment-related MOUs (Binder 5, Tab 4)	<input type="checkbox"/>	<input type="checkbox"/>	
			Total "No" Responses: ____ Risk Assessment (Circle One): 0-4 Low 5-8 Moderate 9+ High		

BINDER 6: FINANCES AND BUSINESS DOCUMENTATION		
Tab	Description	Compliance Area(s)
1.	Board Policies Addressing Budget, Accounting, and Financial Reporting	F1
2.	Current/Adopted Budget	F2, F4-F5
3.	Board Meeting Minutes Reflecting Approval of Budget and Budget Revisions	F2-F3
4.	Current LCAP or Update to LCAP	F4
5.	Financial Records Sufficient to Show Revenue and Expenditure Accounts, Multi-Year Financial Projections, and Amount of Reserves	F6, F11-F12, F18-F20
6.	Governing Board Meeting Minutes Reflecting Approval of Required Financial Reports	F6
7.	Proof of July 1st Submission of Adopted Budget and Estimated Actuals for Current Year	F7
8.	Proof of Submission of Interim Financial Report by December 15th [#]	F8
9.	Proof of Submission of Second Interim Financial Report by March 15th [#]	F9
10.	Proof of Submission of Final Unaudited Actuals Report for Prior Year by September 15th	F10
11.	Proof of Submission of Auditor Certification and Contract to Authorizer by March 31st [#]	F14

[#] Reports not yet due for the current fiscal year may be provided by statutory deadlines.

This document is intended for sole use by Dehesa School District and may not be duplicated or used without permission.

12.	Auditing Schedule/Timeline	F15
13.	Previous Year's Audit Results	F16
14.	Proof of Submission of Prior Year's Financial Audit to Authorizer	F16
15.	Auditor's Corrective Plan of Action (As Applicable)	F17
16.	Cash Receipt Policy	F21-F25
17.	Three Sample Records of Cash Receipts	F22
18.	Three Sample Records of Cash Deposits	F24
19.	Disbursement Policy	F26-F28
20.	Staff Organizational Chart	F30, F40, F54-F55
21.	Salary Schedule	F31
22.	Proof of Tax Deposits	F32
23.	Proof of Recording of Earnings	F33
24.	Proof of Submission of STRS Data to Authorizer	F34
25.	Equipment Purchase and Maintenance Policy(ies)	F36
26.	Equipment Inventory	F37
27.	Screenshot of Attendance Accounting System	F39
28.	School Calendar	F41
29.	Class/Bell Schedule	F42

30.	Sample Attendance Reports*	F43-F44
31.	Proof of Submission of P1, P2, and P3 Attendance Reports and Back-Up Documentation to Authorizer	F45
32.	Enrollment and Disenrollment Policies and Procedures	F46-F47
33.	Policies and Procedures Related to Claiming and Reporting ADA	F48
[Only include the following documents if charter school offers independent study.]		
34.	Certification of Rigor and Educational Quality of Independent Study Courses	F50
35.	Sample Independent Study Grade Books*	F52
36.	Sample Independent Study Transcripts*	F52
37.	Independent Study Work Samples*	F52
38.	Independent Study Course Offerings	F33
39.	Independent Study Student Enrollment Report	F54-F55
40.	Board Policy Regarding Maximum Length of Time for Independent Study Enrollment	F56
41.	Board Policy Regarding Independent Study Missed Assignments	F57
42.	Sample Education Code section 51747(c) Agreements for Independent Study Students*	F58
43.	Daily/Hourly Attendance Credit Register (Reflecting Time Value of Student Work Products)	F62-F63

* **Do not** include these samples in the binder. Shortly before or during District staff's site visit, they will randomly select samples for inclusion and review.

This document is intended for sole use by Dehesa School District and may not be duplicated or used without permission.

44.	Request for Determination of Funding to SBE	F64
45.	SBE Determination of Funding	F64

815-21/4534995.3

Assigned District Staff Person: _____
 Position of Assigned Staff Person: _____

FISCAL AND BUSINESS SYSTEMS OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review	Yes	No	Comments
<u>Budget, Accounting, and Financial Reporting</u>					
F1	Governing board policies address budget, accounting, and financial reporting.	<input type="checkbox"/> Board policies (Binder 6, Tab 1)	<input type="checkbox"/>	<input type="checkbox"/>	
F2	Current budget has been approved by the governing board.	<input type="checkbox"/> Current/adopted budget (Binder 6, Tab 2) <input type="checkbox"/> Board meeting minutes (Binder 6, Tab 3)	<input type="checkbox"/>	<input type="checkbox"/>	
F3	Charter school has clear process for reviewing and revising the budget (e.g., in light of changes in student enrollment or operations), including governing board approval.	<input type="checkbox"/> Board meeting minutes (Binder 6, Tab 4) <input type="checkbox"/> Director of finance (or equivalent) interview (Binder 1, Tab 2, Q3)	<input type="checkbox"/>	<input type="checkbox"/>	
F4	Budget aligns with charter school's current LCAP or update to LCAP.	<input type="checkbox"/> Current budget (Binder 6, Tab 2) <input type="checkbox"/> LCAP/LCAP update (Binder 6, Tab 4)	<input type="checkbox"/>	<input type="checkbox"/>	
F5	Budget provides for all financial obligations.	<input type="checkbox"/> Current budget (Binder 6, Tab 2)	<input type="checkbox"/>	<input type="checkbox"/>	
F6	Governing board approves all required financial reports.	<input type="checkbox"/> Required financial reports (Binder 6, Tab 5) <input type="checkbox"/> Board meeting minutes (Binder 6, Tab 6)	<input type="checkbox"/>	<input type="checkbox"/>	
F7	On or before July 1st, the charter school submits the adopted budget and estimated current year actuals to the authorizer.	<input type="checkbox"/> Proof of submission (Binder 6, Tab 7)	<input type="checkbox"/>	<input type="checkbox"/>	
F8	On or before December 15th, the charter school submits the interim financial report to the authorizer.	<input type="checkbox"/> Proof of submission (Binder 6, Tab 8)	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Compliance Area	Evidence to Review	Yes	No	Comments
F9	On or before March 15th, the charter school submits the second interim financial report to the authorizer.	<input type="checkbox"/> Proof of submission (Binder 6, Tab 9)	<input type="checkbox"/>	<input type="checkbox"/>	
F10	On or before September 15th, the charter school submits the final unaudited actuals report for the full prior year.	<input type="checkbox"/> Proof of submission (Binder 6, Tab 10)	<input type="checkbox"/>	<input type="checkbox"/>	
F11	Charter school maintains separate accounts for restricted revenues and expenditures.	<input type="checkbox"/> Financial records (Binder 6, Tab 5)	<input type="checkbox"/>	<input type="checkbox"/>	
F12	Charter school regularly prepares cash flow projections to ensure that it has sufficient funds to meet its financial obligations.	<input type="checkbox"/> Financial records (Binder 6, Tab 5)	<input type="checkbox"/>	<input type="checkbox"/>	
F13	Charter school's business accounting system complies with state accounting and reporting requirements.	<input type="checkbox"/> Director of finance (or equivalent) interview (Binder 1, Tab 2, Q4)	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Audit</u>					
F14	Charter school has selected a state-approved auditing firm, and annually submits independent auditor selection certification and contract to authorizer and county office of education by March 31st.	<input type="checkbox"/> Proof of submission of auditor certification and contract (Binder 6, Tab 11) <input type="checkbox"/> Director of finance (or equivalent) interview ((Binder 1, Tab 2, Q5)	<input type="checkbox"/>	<input type="checkbox"/>	
F15	Charter school has developed auditing schedule/timeline.	<input type="checkbox"/> Auditing schedule/timeline (Binder 6, Tab 12)	<input type="checkbox"/>	<input type="checkbox"/>	
F16	Charter school has submitted prior year's financial audit to authorizer.	<input type="checkbox"/> Previous year's audit (Binder 6, Tab 13) <input type="checkbox"/> Proof of submission (Binder 6, Tab 14)	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Compliance Area	Evidence to Review	Yes	No	Comments
F17	Charter school has developed and implemented corrective plan of action for each audit finding and recommendation, as applicable.	<input type="checkbox"/> Corrective plan of action (Binder 6, Tab 15) <input type="checkbox"/> Director of finance (or equivalent) interview (Binder 1, Tab 2, Q6)	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Financial Condition</u>					
F18	Charter school maintains an appropriate level of reserves for economic uncertainties.	<input type="checkbox"/> Financial records (Binder 6, Tab 5) <input type="checkbox"/> Director of finance (or equivalent) interview (Binder 1, Tab 2, Q7)	<input type="checkbox"/>	<input type="checkbox"/>	
F19	Charter school prepares three-year financial projections (current plus two subsequent years) based on reasonable assumptions and includes all long-term debt obligations.	<input type="checkbox"/> Financial records (Binder 6, Tab 5) <input type="checkbox"/> Director of finance (or equivalent) interview (Binder 1, Tab 2, Q8)	<input type="checkbox"/>	<input type="checkbox"/>	
F20	Based on the projections, charter school will be able to meet its financial obligations and maintain an appropriate level of reserves in the current and two subsequent fiscal years.	<input type="checkbox"/> Financial records (Binder 6, Tab 5) <input type="checkbox"/> Director of finance (or equivalent) interview (Binder 1, Tab 2, Q9)	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Cash Receipts</u>					
F21	Charter school has policies addressing cash receipts.	<input type="checkbox"/> Cash receipt policy (Binder 6, Tab 16)	<input type="checkbox"/>	<input type="checkbox"/>	
F22	Charter school maintains records of all monies received (e.g., issues receipts).	<input type="checkbox"/> Cash receipt policy (Binder 6, Tab 16) <input type="checkbox"/> Sample records of cash receipts (Binder 6, Tab 17) <input type="checkbox"/> Director of finance (or equivalent) interview (Binder 1, Tab 2, Q10)	<input type="checkbox"/>	<input type="checkbox"/>	
F23	Charter school deposits monies in a timely manner.	<input type="checkbox"/> Cash receipt policy (Binder 6, Tab 16) <input type="checkbox"/> Director of finance (or equivalent) interview (Binder 1, Tab 2, Q11)	<input type="checkbox"/>	<input type="checkbox"/>	
F24	Charter school maintains records of deposits of all monies.	<input type="checkbox"/> Cash receipt policy (Binder 6, Tab 16) <input type="checkbox"/> Sample records of cash deposits (Binder 6, Tab 18)	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Compliance Area	Evidence to Review	Yes	No	Comments
		<input type="checkbox"/> Director of finance (or equivalent) interview (Binder 1, Tab 2, Q12)			
F25	Charter school reconciles bank statements to ensure receipt and deposit of monies is accurately reported.	<input type="checkbox"/> Cash receipt policy (Binder 6, Tab 16) <input type="checkbox"/> Director of finance (or equivalent) interview (Binder 1, Tab 2, Q13)	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Disbursements</u>					
F26	Charter school has policies addressing disbursements.	<input type="checkbox"/> Disbursement policy (Binder 6, Tab 19)	<input type="checkbox"/>	<input type="checkbox"/>	
F27	Disbursements require all of the following: (1) an original invoice from the vendor; (2) a receiving document; (3) appropriate approval of the purchase; and (4) ratification by the governing board, if amount exceeds maximum dollar amount set forth in charter school policy.	<input type="checkbox"/> Disbursement policy (Binder 6, Tab 19) <input type="checkbox"/> Director of finance (or equivalent) interview (Binder 1, Tab 2, Q14)	<input type="checkbox"/>	<input type="checkbox"/>	
F28	Checks are signed by authorized employees.	<input type="checkbox"/> Disbursement policy (Binder 6, Tab 19) <input type="checkbox"/> Director of finance (or equivalent) interview (Binder 1, Tab 2, Q15)	<input type="checkbox"/>	<input type="checkbox"/>	
F29	Charter school has adopted a system to maintain vendor payment information for preparation of 1099s.	<input type="checkbox"/> Director of finance (or equivalent) interview (Binder 1, Tab 2, Q16)	<input type="checkbox"/>	<input type="checkbox"/>	
F30	Charter school has segregated duties between purchasing, receiving, and accounts payable.	<input type="checkbox"/> Staff organizational chart (Binder 6, Tab 20) <input type="checkbox"/> Director of finance (or equivalent) interview (Binder 1, Tab 2, Q17)	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Payroll</u>					
F31	Charter school has a salary schedule or other satisfactory salary structure.	<input type="checkbox"/> Salary schedule (Binder 6, Tab 21)	<input type="checkbox"/>	<input type="checkbox"/>	
F32	Tax deposits are completed in a timely manner.	<input type="checkbox"/> Proof of tax deposits (Binder 6, Tab 22)	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Compliance Area	Evidence to Review	Yes	No	Comments
		<input type="checkbox"/> Director of finance (or equivalent) interview (Binder 1, Tab 2, Q18)			
F33	Earnings are properly recorded for retirement reporting to Social Security, PERS, STRS.	<input type="checkbox"/> Proof of recording of earnings (Binder 6, Tab 23) <input type="checkbox"/> Director of finance (or equivalent) interview (Binder 1, Tab 2, Q19)	<input type="checkbox"/>	<input type="checkbox"/>	
F34	Charter school has system to provide STRS data to authorizer.	<input type="checkbox"/> Proof of submission of STRS data (Binder 6, Tab 24) <input type="checkbox"/> Director of finance (or equivalent) interview (Binder 1, Tab 2, Q20)	<input type="checkbox"/>	<input type="checkbox"/>	
F35	Charter school has system to maintain employee earning records for preparation of W-2s.	<input type="checkbox"/> Director of finance (or equivalent) interview (Binder 1, Tab 2, Q21)	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Equipment Inventory</u>					
F36	Charter school has policies addressing the purchase and maintenance of equipment.	<input type="checkbox"/> Equipment purchase and maintenance policy (Binder 6, Tab 25)	<input type="checkbox"/>	<input type="checkbox"/>	
F37	Charter school maintains an equipment inventory that is physically located on each site.	<input type="checkbox"/> Equipment inventory (Binder 6, Tab 26)	<input type="checkbox"/>	<input type="checkbox"/>	
F38	Equipment purchased with federal funds is properly identified.	<input type="checkbox"/> Director of finance (or equivalent) interview (Binder 1, Tab 2, Q22)	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Student Attendance (All Schools)</u>					
F39	Charter school uses a generally approved attendance accounting system.	<input type="checkbox"/> Screenshot of attendance accounting system (Binder 6, Tab 27)	<input type="checkbox"/>	<input type="checkbox"/>	
F40	There is a designated staff person responsible for administering attendance.	<input type="checkbox"/> Staff organizational chart (Binder 6, Tab 20)	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Compliance Area	Evidence to Review	Yes	No	Comments
F41	Charter school calendar includes a minimum of 175 instructional days.	<input type="checkbox"/> School calendar (Binder 6, Tab 28)	<input type="checkbox"/>	<input type="checkbox"/>	
F42	Charter school class/bell schedule ensures minimum instructional minutes (36,000 for K, 50,400 for 1st - 3rd, 5400 for 4th - 8th, 64,800 for 9th - 12th).	<input type="checkbox"/> Class/bell schedule (Binder 6, Tab 29)	<input type="checkbox"/>	<input type="checkbox"/>	
F43	Student absences are excluded from apportionment days.	<input type="checkbox"/> Attendance reports (Binder 6, Tab 30) <input type="checkbox"/> Attendance clerk (or equivalent) interview (Binder 1, Tab 6, Q1)	<input type="checkbox"/>	<input type="checkbox"/>	
F44	Charter school only claims ADA for teachers who hold an appropriate credential or certificate.	<input type="checkbox"/> Attendance reports (Binder 6, Tab 30) <input type="checkbox"/> Attendance clerk (or equivalent) interview (Binder 1, Tab 6, Q2)	<input type="checkbox"/>	<input type="checkbox"/>	
F45	Charter school submits P1, P2, and P3 attendance reports to authorizer, along with back-up documents.	<input type="checkbox"/> Proof of submission (Binder 6, Tab 31)	<input type="checkbox"/>	<input type="checkbox"/>	
F46	Charter school has clear procedures for enrolling students, and confirming that students are not enrolled elsewhere to avoid dual enrollment.	<input type="checkbox"/> Enrollment and disenrollment policies and procedures (Binder 6, Tab 32)	<input type="checkbox"/>	<input type="checkbox"/>	
F47	Charter school has clear procedures for disenrolling students and providing notification to the student's district of residence.	<input type="checkbox"/> Enrollment and disenrollment policies and procedures (Binder 6, Tab 32)	<input type="checkbox"/>	<input type="checkbox"/>	
F48	Charter school has clear procedures for claiming and reporting ADA to the state.	<input type="checkbox"/> Policies and procedures related to claiming and reporting ADA (Binder 6, Tab 33)	<input type="checkbox"/>	<input type="checkbox"/>	
F49	Charter school ensures that students are not enrolled in more than one track for which it claims apportionment.	<input type="checkbox"/> Attendance clerk (or equivalent) interview (Binder 1, Tab 6, Q3)	<input type="checkbox"/>	<input type="checkbox"/>	

Student Attendance (Schools Offering Independent Study)

No.	Compliance Area	Evidence to Review	Yes	No	Comments
F50	Charter school annually certifies independent study courses as being of the same rigor and educational quality as classroom-based courses, including information regarding instructional minutes, as required by Education Code section 51749.5(a)(4).	<input type="checkbox"/> Certification (Binder 6, Tab 34) <input type="checkbox"/> Independent study teacher interview (Binder 1, Tab 9, Q1)	<input type="checkbox"/>	<input type="checkbox"/>	
F51	Teachers and students communicate in person, by phone, or by other live visual or audio connection at least twice per month, as required by Education Code section 51749.5(a)(7).	<input type="checkbox"/> Independent study coordinator (or equivalent) interview (Binder 1, Tab 7, Q1) <input type="checkbox"/> Independent study parent interview (Binder 1, Tab 8, Q1) <input type="checkbox"/> Independent study teacher interview (Binder 1, Tab 9, Q2)	<input type="checkbox"/>	<input type="checkbox"/>	
F52	Charter school retains evidence of satisfactory educational progress for each independent study student, including a file of representative samples of each student's work products (signed/initialed and dated by supervising teacher).	<input type="checkbox"/> Sample grade books (Binder 6, Tab 35) <input type="checkbox"/> Sample transcripts (Binder 6, Tab 36) <input type="checkbox"/> Work samples (Binder 6, Tab 37) <input type="checkbox"/> Independent study parent interview (Binder 1, Tab 8, Q2)	<input type="checkbox"/>	<input type="checkbox"/>	
F53	Charter school does not offer courses required for high school graduation or UC or Cal State admission exclusively through independent study, as prohibited by Education Code section 51749.5(a)(13).	<input type="checkbox"/> List of course offerings (Binder 6, Tab 38)	<input type="checkbox"/>	<input type="checkbox"/>	
F54	The program of each student in independent study is overseen by a certificated employee.	<input type="checkbox"/> Student enrollment report (Binder 6, Tab 39) <input type="checkbox"/> Staff organizational chart (Binder 6, Tab 20) <input type="checkbox"/> Independent study parent interview (Binder 1, Tab 8, Q4) <input type="checkbox"/> Independent study teacher interview (Binder 1, Tab 9, Q3)	<input type="checkbox"/>	<input type="checkbox"/>	
F55	Charter school meets ratio of ADA to FTE certificated employees required by Education Code section 51745.6(d) (i.e., 25:1 or ratio in largest unified school district).	<input type="checkbox"/> Student enrollment report (Binder 6, Tab 39) <input type="checkbox"/> Staff organizational chart (Binder 6, Tab 20)	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Compliance Area	Evidence to Review	Yes	No	Comments
		<input type="checkbox"/> Independent study coordinator (or equivalent) interview (Binder 1, Tab 7, Q2) <input type="checkbox"/> Independent study teacher interview (Binder 1, Tab 9, Q4)			
F56	Governing board has adopted and implemented written policy regarding the maximum length of time (by grade level and type of program) that may elapse between independent study assignment and completion.	<input type="checkbox"/> Board policy (Binder 6, Tab 40) <input type="checkbox"/> Independent study parent interview (Binder 1, Tab 8, Q5) <input type="checkbox"/> Independent study teacher interview (Binder 1, Tab 9, Q5)	<input type="checkbox"/>	<input type="checkbox"/>	
F57	Governing board has adopted and implemented written policy regarding the number of missed assignments allowed before the school conducts an evaluation to determine whether student should remain in independent study.	<input type="checkbox"/> Board policy (Binder 6, Tab 41) <input type="checkbox"/> Independent study parent interview (Binder 1, Tab 8, Q6) <input type="checkbox"/> Independent study teacher interview (Binder 1, Tab 9, Q6)	<input type="checkbox"/>	<input type="checkbox"/>	
F58	Current written agreement is on file for each independent study student that contains the information required by Education Code section 51747(c).	<input type="checkbox"/> Sample agreements (Binder 6, Tab 42) <input type="checkbox"/> Independent study parent interview (Binder 1, Tab 8, Q7) <input type="checkbox"/> Independent study teacher interview (Binder 1, Tab 9, Q7)	<input type="checkbox"/>	<input type="checkbox"/>	
F59	Students with IEPs do not participate in independent study unless their IEPs provide for that placement.	<input type="checkbox"/> Independent study coordinator (or equivalent) interview (Binder 1, Tab 7, Q3)	<input type="checkbox"/>	<input type="checkbox"/>	
F60	Charter school does not provide any funds or other things of value to students who attend independent study programs (or their parents/guardians) that it does not provide to students who attend classroom-based programs (or their parents/guardians).	<input type="checkbox"/> Independent study coordinator (or equivalent) interview (Binder 1, Tab 7, Q4)	<input type="checkbox"/>	<input type="checkbox"/>	
F61	Charter school claims ADA only for students who are residents of the county in which the apportionment claim is reported, or who are residents of a county immediately adjacent to the county in which the apportionment claim is reported.	<input type="checkbox"/> Independent study coordinator (or equivalent) interview (Binder 1, Tab 7, Q5)	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Compliance Area	Evidence to Review	Yes	No	Comments
F62	Charter school maintains daily/hourly attendance credit register (separate from classroom attendance records) on a current basis as time values of student work products are evaluated by certificated teachers.	<input type="checkbox"/> Credit register (Binder 6, Tab 43) <input type="checkbox"/> Independent study coordinator (or equivalent) interview (Binder 1, Tab 7, Q6) <input type="checkbox"/> Independent study parent interview (Binder 1, Tab 8, Q8) <input type="checkbox"/> Independent study teacher interview (Binder 1, Tab 9, Q8)	<input type="checkbox"/>	<input type="checkbox"/>	
F63	Charter school claims apportionment credit for independent study only to the extent of the time value of student work products, as personally judged in each instance by a certificated teacher.	<input type="checkbox"/> Credit register (Binder 6, Tab 43) <input type="checkbox"/> Independent study coordinator (or equivalent) interview (Binder 1, Tab 7, Q7)	<input type="checkbox"/>	<input type="checkbox"/>	
F64	Pursuant to Education Code section 47634.2, charter school has submitted a determination of funding form, and SBE subsequently issued a determination of funding.	<input type="checkbox"/> Request for determination of funding (Binder 6, Tab 44) <input type="checkbox"/> SBE determination of funding (Binder 6, Tab 45)	<input type="checkbox"/>	<input type="checkbox"/>	
			<p><i>If school does <u>not</u> offer independent study:</i> Total “No” Responses: ____</p> <p>Risk Assessment (Circle One): 0-12 Low 13-24 Moderate 25+ High</p>		
			<p><i>If school <u>does</u> offer independent study:</i> Total “No” Responses: ____</p> <p>Risk Assessment (Circle One): 0-16 Low 17-32 Moderate 33+ High</p>		

Attachment 3



September 4, 2019

Dehesa School District
4612 Dehesa Rd.
El Cajon, CA 92019

RE: Forensic Accounting Examination

This letter confirms the engagement of Eide Bailly LLP, by the Dehesa School District, as of August 19, 2019.

Scope of Engagement

We are engaged to provide forensic accounting assistance to the Dehesa School District. The services we are to provide include, and are limited to the following areas for fiscal year ending 2019:

- Organizational structure, board, management, and related parties/conflict of interest.
- Attendance and enrollment procedures and accuracy of data.
- Teacher credentialing.
- School board meeting compliance, locations, open meetings, quorums, agendas and minutes, etc.
- Loans to/from other charter schools or affiliated entities/organizations/corporations.
- Service agreements between the charter schools and other affiliated entities/organizations/corporations.
- Advertising and use of educational funds used for spending on educational items that might not meet guidelines and be deemed recreation.
- Examine financial information for potential gifts of public funds for both students and accompanying parent/guardians.
- Communicate our findings to you (orally and/or in writing as desired).

Should additional items surface during our examination, we will only proceed after consultation with you.

Our scope includes the following charter schools:

- Diego Hills Central
- The Heights Charter
- Method Schools
- Inspire Charter Schools – South
- Pacific Coast Academy

What inspires you, inspires us. | eidebailly.com

Our engagement will be conducted in accordance with lawful forensic accounting techniques which include, but are not limited to: forensic examination of books and records; voluntary interviews of appropriate personnel; and other such evidence-gathering procedures as necessary under the circumstances. Due to the hidden nature of fraud, we cannot provide assurances that fraud, if it exists, will be uncovered as a result of our engagement. However, we will report to you on a regular basis, thus providing you with a sense of progress in terms of cost and findings.

You understand that any written reports or other documents we may prepare are to be used only for the purpose of litigation and/or internal use associated with any findings discovered, as a result of our engagement. Such reports or other documents will be submitted to you and may not be published or used for any other purposes without our written consent. We may employ, contract with or use the service of any third party in connection with the performance of the services, we deem reasonably necessary or desirable to complete this engagement.

We will consult with you regularly as to the specifics of what services you wish us to perform. In addition, we may make recommendations to you concerning services to be performed by us that we believe will be helpful in this matter. In any case, our services will be performed at your direction and approval.

As consultants, we will communicate directly to you regarding the matters you ask us to investigate. We will also communicate to you any conflicts of interest that we may become aware of, any significant reservations concerning the scope or benefits of the engagement, and any significant findings or events. Any information, work papers, or conclusions developed, as well as any communications or documents, will not be divulged to other persons including your client without your prior approval.

You will provide us, as promptly as possible, all requested information and documentation reasonably deemed necessary or desirable by us in connection with the engagement. You represent and warrant that all information and documentation provided or to be provided to us is true, correct and complete, to the best of your knowledge and belief. We are authorized to rely upon such information and documentation without independent investigation or verification.

Timeline

Should we experience difficulties in these areas we will inform you promptly and discuss the effect on our timetable with you. You also agree that we may discuss this engagement with other partners or associates in our firm for the purpose of obtaining expertise, research materials or other matters essential to this engagement. You also agree that we may disengage ourselves from this engagement for any reason.

Fees

Eide Bailly LLP is dedicated to professionalism and service to our clients. While professional fees should be reasonable, they must be representative of the professional quality of the services to be provided. Our fees are based upon the amount of time required to complete the assignment and the level of personnel assigned. The fees for our forensic accounting services will be as follows: \$320/hour for partners/directors/senior managers, \$250/hour for managers and \$180/hour for staff associates. If you request that we issue a report or provide testimony, we will be paid in full in advance for our total estimated time and expenses for the completion of such report or testimony.

We will bill out-of-pocket expenses as incurred. Expenses to be reimbursed to us include, but are not limited to: travel, lodging, food, telephone, photocopying and facsimile charges. Automobile mileage will

be reimbursed at the rate of \$0.58 per mile. Travel time will be charged at half the standard hourly rates identified. Due to inflation or other cost-of-living increases, hourly rates may increase slightly annually. One month advance notice will be provided of any rate changes.

We will utilize progressive billings in increments of \$10,000 - \$15,000 for the forensic accounting examination. This will allow us to give you up-to-date oral progress reports and be able to have a better estimate of the time frame in which we will need to conclude our work.

We will require a retainer of \$10,000 upon acceptance of this engagement. The retainer will be applied to our final invoice and any remaining amount is fully refundable.

In addition, we will be compensated for any time and expenses, including time and expenses of legal counsel, we may incur in conducting or responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings as a result of our Firm's performance of these services. You will receive, if lawful, a copy of every subpoena we are asked to respond to on your behalf and will have the ability to control the extent of the discovery process to control the costs you may incur.

In accordance with our firm policies, work may be suspended if your account becomes 30 or more days overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Should our relationship terminate before our examination procedures are completed and a report issued, you will be billed for services to the date of termination. All bills are payable upon receipt. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

Dispute Resolution

The following procedures shall be used to resolve any disagreement, controversy or claim that may arise out of any aspect of our services or relationship with you, including this engagement, for any reason ("Dispute"). Specifically, we agree to first mediate.

Mediation

All Disputes between us shall first be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator. The mediator will be selected by mutual agreement, but if we cannot agree on a mediator, one shall be designated by the American Arbitration Association ("AAA").

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute. Mediation will be conducted with the parties in person in San Diego, California.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties. Either party may commence suit on a Dispute after the mediator declares an impasse.

Governing Law and Venue

We also both agree to submit any unresolved Dispute to a trial by a federal or state court venued in San Diego, California. This agreement shall be governed by and construed in accordance with the laws of the State of California (regardless of the laws that might be applicable under the principles of conflict of law) as to all matters including without limitation, matters of validity, construction, effect, and performance.

Limitation of Damages and No Punitive Damages

The exclusive remedy available to you in any adjudication proceeding shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by us of our duties under this agreement and/or under applicable professional standards, such damages will be limited to no more than two times fees paid under this agreement. In no event shall we be liable to you for any punitive or exemplary damages, or for attorneys' fees.

Time Limitation

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute. We both agree that, notwithstanding any statute of limitations that might otherwise apply to a Dispute, it is reasonable that you may not bring any legal proceeding against us unless it is commenced within twenty-four (24) months ("Limitation Period") after the date when we deliver our report, return or other deliverable under this agreement to you, regardless of whether we do other services for you or that may relate to the report.

The Limitations Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

Indemnity

You agree that none of Eide Bailly LLP, its partners, affiliates, officers or employees (collectively "Eide Bailly") shall be responsible for or liable to you for any misstatements in your financial statements and/or tax return that we may fail to detect as a result of knowing representations made to us, or the concealment or intentional withholding of information from us, by any of your owners, directors, officers or employees, whether or not they acted in doing so in your interests or for your benefit, and to hold Eide Bailly harmless from any claims, losses, settlements, judgments, awards, damages and attorneys' fees from any such misstatement, provided that the services performed hereunder were performed in accordance with professional standards, in all material respects.

If a claim is brought against you by a third-party that arises out of or is in any way related to the services provided under this engagement, you agree to indemnify Eide Bailly against any losses, including settlement payments, judgments, damage awards, punitive or exemplary damages, and the costs of litigation (including attorneys' fees) associated with the services performed hereunder provided that the services were performed in accordance with professional standards, in all material respects.

Assignments Prohibited

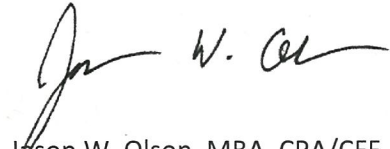
You agree that you will not and may not assign, sell, barter or transfer any legal rights, causes of actions, claims or Disputes you may have against Eide Bailly, its partners, affiliates, officers and employees, to any other person or party, or to any trustee, receiver or other third party.

Conclusion

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign this copy and return it to us. If the need for additional procedures arises, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter.

Very truly yours,

Eide Bailly LLP



Jason W. Olson, MBA, CPA/CFF, CFE, CFI
Partner, Forensic Services

Accepted By:

AUTHORIZED REPRESENTATIVE



Signature

Business Manager

Title

9/12/19

Date

Dehesa School District

LOCATION & TIME

CLOSED SESSION - 4:00 p.m.

Dehesa School – Room D4

Regular Governing Board Meeting

LOCATION & TIME -

OPEN SESSION -5:30 p.m.

Dehesa School - MPR

September 12, 2019

AMENDED AGENDA

Accommodations: In compliance with the American with Disabilities Act 1990, if you need special assistance to participate in this meeting, please contact the office of the Superintendent at 619-444-2161. Notification of 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to that meeting.

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting, may be viewed at Dehesa School District, 4612 Dehesa Road, El Cajon, CA 92019, or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Deborah Cagney.

Board of Education agendas and minutes are, by law, public documents. Please note the Dehesa School District posts Board agendas and minutes on the school website; <https://dehesasd.net>.

Cell Phones/Electronic Devices: As a courtesy to all meeting attendees, please set cellular phones and electronic devices to silent mode and engage in conversations outside the meeting room.

Public Comments: If you wish to speak regarding an item on the agenda, please complete a speaker card located on the podium and present it to the Administrative Secretary prior to the start of the meeting. When the Board President invites you to the podium, please state your name before making your presentation. In the interest of time and order, presentations from the public are limited to 3 minutes per person.

I. Call to Order

A. Public Comment on Closed Session Items.

II. Closed Session

A. PUPIL PERSONNEL MATTERS: The Governing Board will recess to Closed Session to consider pupil personnel matters pursuant to Government Code Section 35416, 72122, and 48918.

B. PERSONNEL MATTERS: The Governing Board will recess to Closed Session to consider personnel matters pursuant to Government Code Section 54857.

1. Appointment, Employment, Evaluation of Performance, Discipline, leaves, or Dismissal of a Public Employee.

C. POTENTIAL LITIGATION: The Governing Board will recess to Closed Session for conference with Legal Counsel Regarding Anticipated Litigation: 2 cases -Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code section 54956.9.

III. Public Meeting

- A.** Call to Order and Establishing a Quorum
- B.** Closed Session Report of Any Action Taken
- C.** Pledge of Allegiance
- D.** Agenda Approval

IV. Requests to Address the Board

A. District/Community Organization Reports and Comments

B. Trustee Reports and Comments - Trustees will report and comment as desired.

V. Consent Items

The following items are considered by the Superintendent to be of a routine nature and are acted on with one motion. Any recommendation may be removed at the request of any Board Member and placed under new and/or unfinished business.

A. Approval of Minutes - It is recommended that the Board of Trustees approve the minutes of the following meetings:

1. [Regular Board Meeting August 15, 2019.](#)

B. [Approval of Purchase Orders and Commercial Warrants](#)

C. Conferences and Workshops - None

D. Correspondence

1. [Method Schools Monthly Update.](#)
2. [Diego Hills Central Monthly Update.](#)
3. [The Heights Monthly Update.](#)
4. [Parent's Club 2019-2020 Schedule.](#)

E. Contracts -

1. [Contract with Purposeful Play.](#)
2. [2019-2020 Master Contract with Verbal Behavior Associates.](#)
3. [2019-2020 Master Contract with Vista Hill.](#)
4. [2019-2020 Master Contract with San Diego County Speech Pathology Services, Inc.](#)
5. [Contract with Guided Discoveries.](#)
6. [Contract with Eide Bailly for Non-Audit Services.](#)
7. [Contract with Eide Bailly for Forensic Accounting Services.](#)

F. Personnel

1. Classified

- a) To accept the resignation of a 3.75 Instructional Aide.

2. Certificated

- a) To hire a Lead Teacher

3. Administration

VI. Information & Proposals (Action may be taken)

A. Report, Information, and Presentations

1. [Budget Report](#)
2. [Enrollment Update](#)
3. Principal's Report

B. Discussion

VII. Action Items

A. Public Hearings

1. [Availability of Instructional materials, Resolution # 2019-9-1.](#)

B. Old Business - None

C. New Business

1. [The Board will consider the Resolution for Adopting the "GANN"](#)

- [Limit.](#)
2. [The Board will consider the Approval of the 2018-2019 Unaudited Actuals Financial Report.](#)

D. Negotiations - None

E. Board Policies

1. [The Board will consider Approval of the Updated Board Policies, Regulations and Exhibits 4315 - 4361.9.](#)
2. [The Board will consider Approval of Policy Updates BP1112, AR3320, BP/AR3551, AR4117.7, BP4118, BP4119.24, BP/AR4218, BP4219.24, BP5123, BP5136, AR6142.2, AR6145.2, BP/AR6174, BP6179, BP/E9321.](#)

VIII. Advance Planning

A. Next Meeting

1. Regular Board Meeting October 29, 2019. Closed Session at 4 p.m. Open Session at 5:00 p.m.

B. Agenda Items - Trustees may request placing items on the next agenda.

C. Future Meeting Dates

1. Regular Board Meeting November 14, 2019. Closed Session at 4:00 p.m. Open Session at 5:00 p.m.

IX. Adjournment and Return to Closed Session if needed to continue Closed Session items listed above.

DEHESA SCHOOL DISTRICT

To: Members of the Board and
Acting Supt. Perondi

From: Anna Buxbaum

Subject: Agreement for Forensic
Accounting Services with
Eide Bailly

Meeting Date: September 12, 2019

- ☒ Action
- ☐ First Reading
- ☐ Information
- ☐ Presentation
- ☐ Discussion
- ☐ Public Hearing
- ☒ Roll Call Vote Required

Background:

Dehesa began the process of forensic audits at the beginning of 2019 for charters under our oversight responsibility. Audits will continue with Eide Bailly, forensic audit experts, to ensure compliance of the remaining five charters in the areas listed in the attached agreement.

Report:

Eide Bailly are experts in fraud and financial abnormalities and have the expertise to navigate complex accounting and organizational situations. The partner in charge of this engagement, Jason Olson, is a Certified Public Accountant, Certified in Financial Forensics, Certified Fraud Examiner, Certified Forensic Interview, and a Private Investigator (State of Minnesota). He holds a Bachelor of Science in Accounting with Forensic Accounting Emphasis and a Master of Business Administration, Fraud Management and Economic Crime.

Financial Impact:

Not to exceed \$55,000.00. A retainer of \$10,000.00 is required at the time of engagement.

Student Impact:

N/A

Recommendation:

Administration recommends approval of the agreement for Forensic Accounting Services with Eide Bailly.

Agenda Item #: V.E.7



September 4, 2019

Dehesa School District
4612 Dehesa Rd.
El Cajon, CA 92019

RE: Forensic Accounting Examination

This letter confirms the engagement of Eide Bailly LLP, by the Dehesa School District, as of August 19, 2019.

Scope of Engagement

We are engaged to provide forensic accounting assistance to the Dehesa School District. The services we are to provide include, and are limited to the following areas for fiscal year ending 2019:

- Organizational structure, board, management, and related parties/conflict of interest.
- Attendance and enrollment procedures and accuracy of data.
- Teacher credentialing.
- School board meeting compliance, locations, open meetings, quorums, agendas and minutes, etc.
- Loans to/from other charter schools or affiliated entities/organizations/corporations.
- Service agreements between the charter schools and other affiliated entities/organizations/corporations.
- Advertising and use of educational funds used for spending on educational items that might not meet guidelines and be deemed recreation.
- Examine financial information for potential gifts of public funds for both students and accompanying parent/guardians.
- Communicate our findings to you (orally and/or in writing as desired).

Should additional items surface during our examination, we will only proceed after consultation with you.

Our scope includes the following charter schools:

- Diego Hills Central
- The Heights Charter
- Method Schools
- Inspire Charter Schools – South
- Pacific Coast Academy

What inspires you, inspires us. | eidebailly.com

Our engagement will be conducted in accordance with lawful forensic accounting techniques which include, but are not limited to: forensic examination of books and records; voluntary interviews of appropriate personnel; and other such evidence-gathering procedures as necessary under the circumstances. Due to the hidden nature of fraud, we cannot provide assurances that fraud, if it exists, will be uncovered as a result of our engagement. However, we will report to you on a regular basis, thus providing you with a sense of progress in terms of cost and findings.

You understand that any written reports or other documents we may prepare are to be used only for the purpose of litigation and/or internal use associated with any findings discovered, as a result of our engagement. Such reports or other documents will be submitted to you and may not be published or used for any other purposes without our written consent. We may employ, contract with or use the service of any third party in connection with the performance of the services, we deem reasonably necessary or desirable to complete this engagement.

We will consult with you regularly as to the specifics of what services you wish us to perform. In addition, we may make recommendations to you concerning services to be performed by us that we believe will be helpful in this matter. In any case, our services will be performed at your direction and approval.

As consultants, we will communicate directly to you regarding the matters you ask us to investigate. We will also communicate to you any conflicts of interest that we may become aware of, any significant reservations concerning the scope or benefits of the engagement, and any significant findings or events. Any information, work papers, or conclusions developed, as well as any communications or documents, will not be divulged to other persons including your client without your prior approval.

You will provide us, as promptly as possible, all requested information and documentation reasonably deemed necessary or desirable by us in connection with the engagement. You represent and warrant that all information and documentation provided or to be provided to us is true, correct and complete, to the best of your knowledge and belief. We are authorized to rely upon such information and documentation without independent investigation or verification.

Timeline

Should we experience difficulties in these areas we will inform you promptly and discuss the effect on our timetable with you. You also agree that we may discuss this engagement with other partners or associates in our firm for the purpose of obtaining expertise, research materials or other matters essential to this engagement. You also agree that we may disengage ourselves from this engagement for any reason.

Fees

Eide Bailly LLP is dedicated to professionalism and service to our clients. While professional fees should be reasonable, they must be representative of the professional quality of the services to be provided. Our fees are based upon the amount of time required to complete the assignment and the level of personnel assigned. The fees for our forensic accounting services will be as follows: \$320/hour for partners/directors/senior managers, \$250/hour for managers and \$180/hour for staff associates. If you request that we issue a report or provide testimony, we will be paid in full in advance for our total estimated time and expenses for the completion of such report or testimony.

We will bill out-of-pocket expenses as incurred. Expenses to be reimbursed to us include, but are not limited to: travel, lodging, food, telephone, photocopying and facsimile charges. Automobile mileage will

be reimbursed at the rate of \$0.58 per mile. Travel time will be charged at half the standard hourly rates identified. Due to inflation or other cost-of-living increases, hourly rates may increase slightly annually. One month advance notice will be provided of any rate changes.

We will utilize progressive billings in increments of \$10,000 - \$15,000 for the forensic accounting examination. This will allow us to give you up-to-date oral progress reports and be able to have a better estimate of the time frame in which we will need to conclude our work.

We will require a retainer of \$10,000 upon acceptance of this engagement. The retainer will be applied to our final invoice and any remaining amount is fully refundable.

In addition, we will be compensated for any time and expenses, including time and expenses of legal counsel, we may incur in conducting or responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings as a result of our Firm's performance of these services. You will receive, if lawful, a copy of every subpoena we are asked to respond to on your behalf and will have the ability to control the extent of the discovery process to control the costs you may incur.

In accordance with our firm policies, work may be suspended if your account becomes 30 or more days overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Should our relationship terminate before our examination procedures are completed and a report issued, you will be billed for services to the date of termination. All bills are payable upon receipt. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

Dispute Resolution

The following procedures shall be used to resolve any disagreement, controversy or claim that may arise out of any aspect of our services or relationship with you, including this engagement, for any reason ("Dispute"). Specifically, we agree to first mediate.

Mediation

All Disputes between us shall first be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator. The mediator will be selected by mutual agreement, but if we cannot agree on a mediator, one shall be designated by the American Arbitration Association ("AAA").

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute. Mediation will be conducted with the parties in person in San Diego, California.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties. Either party may commence suit on a Dispute after the mediator declares an impasse.

Governing Law and Venue

We also both agree to submit any unresolved Dispute to a trial by a federal or state court venued in San Diego, California. This agreement shall be governed by and construed in accordance with the laws of the State of California (regardless of the laws that might be applicable under the principles of conflict of law) as to all matters including without limitation, matters of validity, construction, effect, and performance.

Limitation of Damages and No Punitive Damages

The exclusive remedy available to you in any adjudication proceeding shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by us of our duties under this agreement and/or under applicable professional standards, such damages will be limited to no more than two times fees paid under this agreement. In no event shall we be liable to you for any punitive or exemplary damages, or for attorneys' fees.

Time Limitation

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute. We both agree that, notwithstanding any statute of limitations that might otherwise apply to a Dispute, it is reasonable that you may not bring any legal proceeding against us unless it is commenced within twenty-four (24) months ("Limitation Period") after the date when we deliver our report, return or other deliverable under this agreement to you, regardless of whether we do other services for you or that may relate to the report.

The Limitations Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

Indemnity

You agree that none of Eide Bailly LLP, its partners, affiliates, officers or employees (collectively "Eide Bailly") shall be responsible for or liable to you for any misstatements in your financial statements and/or tax return that we may fail to detect as a result of knowing representations made to us, or the concealment or intentional withholding of information from us, by any of your owners, directors, officers or employees, whether or not they acted in doing so in your interests or for your benefit, and to hold Eide Bailly harmless from any claims, losses, settlements, judgments, awards, damages and attorneys' fees from any such misstatement, provided that the services performed hereunder were performed in accordance with professional standards, in all material respects.

If a claim is brought against you by a third-party that arises out of or is in any way related to the services provided under this engagement, you agree to indemnify Eide Bailly against any losses, including settlement payments, judgments, damage awards, punitive or exemplary damages, and the costs of litigation (including attorneys' fees) associated with the services performed hereunder provided that the services were performed in accordance with professional standards, in all material respects.

Assignments Prohibited

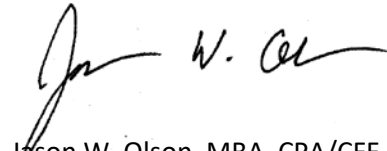
You agree that you will not and may not assign, sell, barter or transfer any legal rights, causes of actions, claims or Disputes you may have against Eide Bailly, its partners, affiliates, officers and employees, to any other person or party, or to any trustee, receiver or other third party.

Conclusion

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign this copy and return it to us. If the need for additional procedures arises, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter.

Very truly yours,

Eide Bailly LLP

A handwritten signature in black ink, appearing to read "Jason W. Olson", is written over a horizontal line.

Jason W. Olson, MBA, CPA/CFF, CFE, CFI
Partner, Forensic Services

Accepted By:

AUTHORIZED REPRESENTATIVE

Signature

Title

Date

Attachment 4

Dehesa School District

Special Governing Board Workshop

LOCATION & TIME -
OPEN SESSION -5:00 p.m.
Dehesa School - MPR

September 12, 2019

AGENDA

Accommodations: In compliance with the American with Disabilities Act 1990, if you need special assistance to participate in this meeting, please contact the office of the Superintendent at 619-444-2161. Notification of 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to that meeting.

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting, may be viewed at Dehesa School District, 4612 Dehesa Road, El Cajon, CA 92019, or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Deborah Cagney.

Board of Education agendas and minutes are, by law, public documents. Please note the Dehesa School District posts Board agendas and minutes on the school website; <https://dehesasd.net>.

Cell Phones/Electronic Devices: As a courtesy to all meeting attendees, please set cellular phones and electronic devices to silent mode and engage in conversations outside the meeting room.

Public Comments: If you wish to speak regarding an item on the agenda, please complete a speaker card located on the podium and present it to the Administrative Secretary prior to the start of the meeting. When the Board President invites you to the podium, please state your name before making your presentation. In the interest of time and order, presentations from the public are limited to 3 minutes per person.

- I. Call to Order.**
- II. Pledge of Allegiance**
- III. Agenda Approval**
- IV. Request to Address the Board**
Citizen Input- Statements to the Board Concerning Agenda Items.
- V. Workshop - Charter Oversight Process**
- VI. Adjournment**



Fagen Friedman & Fulfroft LLP

Conducting Effective Charter School Oversight and Monitoring

Presented by Leslie R. Lacher, Esq.
September 12, 2019



F3law.com

What We'll Cover Today

- District's Charter Oversight Responsibilities
- Charter Oversight Process and Resources



Oversight Obligations

- Why is charter oversight so important?



Minimum Oversight Requirements

- The law requires charter authorizers to:
 - Identify staff contact for each charter school
 - Make annual site visit
 - Ensure that all required reports are filed
 - Monitor fiscal condition
 - Notify CDE of revocations, renewals, and closures

(Education Code § 47604.32)



Oversight Activities

■ Academic Performance

- Student performance on standardized testing/local assessments
- Pursuit of pupil outcomes in charter/state priorities
- Special education compliance

■ Governance

- Brown Act
- Public Records Act
- Conflict of interest rules



Oversight Activities

■ Student Services

- Student admissions and discipline
- Parent and community relations / complaint procedures

■ Fiscal

- Required reports (e.g., LCAP annual update, audit)
- Enrollment projections/budget assumptions
- Claiming/reporting ADA
- Positive cash balance
- Available reserves



Oversight Activities

- Employment/HR
 - Teacher credentialing
 - Fingerprinting
- Facilities
 - Building safety
 - Proposition 39 facilities
 - Location of facilities



Range of Oversight Activities



Range of Oversight Activities

- May depend on facts/circumstances:
 - Experience with/trust in charter operators
 - Size of charter school
 - District staff capacity/resources
 - Charter school's length of time in operation
 - History of complaints
 - Fiscal strength/viability



Oversight Costs

- The authorizing entity may charge a charter school for the actual costs of supervisorial oversight, not to exceed 1% of the charter school's revenue
- If the authorizing entity provides substantially rent-free facilities for use by the charter school, the authorizing entity may charge for the actual costs of supervisorial oversight, not to exceed 3% of the charter school's revenue



Advantages of Comprehensive Oversight

- Evidence of legal compliance
- Transparency/accountability
- Consistency/predictability in process
- Centralized filing system/procedures
- Institutional memory
- Impact on potential exposure for charter school liabilities (Educ. Code § 47604(d))



Charter Oversight Process

- Detailed, multi-disciplinary approach that addresses the following key areas:
 - Educational program/student services
 - Governance
 - Personnel
 - Fiscal practices
 - Facilities



Charter Oversight Process

Schedule of charter oversight:

1. Document requests spanning all five key areas
2. Charter schools to assemble/provide requested documents
3. District reviews documents
4. District conducts site visits (1-2 announced; 1 unannounced)
5. District interviews key charter personnel



Charter Oversight Process

6. District conducts focused audit, as necessary (e.g., credential review, special education compliance, etc.)
7. District compiles information from document review, site visits, and interviews
8. District prepares written charter oversight report of compliance and summary of corrective action(s) to send to charter school
9. District staff presents final report of charter oversight to Board of Education



Dehesa School District – Charter Oversight Calendar

2019-2020 School Year

September 2019						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- District Issues Document Requests to Charter Schools
- Charter Schools to Compile Requested Documents
- Deadline for Charter Schools to Submit Documents
- District Review of Charter School Documents
- Site Visits/Interviews with Key Charter School Personnel
- District Finalizes Oversight Review and Issues Written Summary/Report of Compliance to Charter Schools
- Presentation and Report to District Board of Education on Charter School Oversight/Compliance (actual date TBD)

The timelines identified above are subject to change.



Charter Oversight Process

■ The Documents:

- Master oversight checklist addressing five key areas
- List of requested documents in five key areas (to be compiled by charter school)
- Site visit/observation checklist
- Interview questions for key charter personnel

**Additional audits/file reviews, interviews, and site visits/observations may occur, as necessary, during annual oversight process.*



Questions and feedback welcome!





Business, Facilities & Real Estate
Charter School
eMatters
Governance & Leadership
Labor & Employment
Litigation
Student Services & Special Education
Higher Education

FRESNO | INLAND EMPIRE | LOS ANGELES
OAKLAND | SACRAMENTO | SAN DIEGO

www.f3law.com

*Information in this presentation, including but not limited to PowerPoint handouts and the presenters' comments, is summary only and not legal advice.
We advise you to consult with legal counsel to determine how this information may apply to your specific facts and circumstances.*

